

FORMS CONTENT MANAGEMENT USER GUIDE

Forms Content Management Program User Guide

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Introduction

This document provides an introduction to the Forms Content Management Program (FCMP) system and explains how a user can fill, sign, route and track forms. The document is primarily annotated screen shots from the system.

This document is based on the FCMP Test and Evaluation system, which may vary in appearance and functionality from the FCMP production system.

This document will be updated as the system is completed. A reader should always assume that the system has been updated since this document was revised.

What is the Forms Content Management Program?

The Forms Content Management Program (FCMP) is the Army's solution for managing business workflows by automating the predefined business processes and their associated forms and publications. The solution integrates electronic forms software, content management software, and digital signature software.

The FCMP provides a single portal where all forms (departmental forms and eventually command and local forms) can be found, filled, completed, signed, copied, renamed, and added to folders. The portal contains capabilities similar to an e-mail system (e.g., an Inbox). The forms and folders can be routed to other FCMP users for approval. Additionally, the portal includes a forms library, tracking system and has searching and sorting capabilities.

Objectives

This user guide gives the user an overview of all of the capabilities of FCMP by showing and annotating the system's capabilities using screenshots.

Getting Started

Step-by-Step Overview

The use of the system follows some basic steps. Although every form is different, the following example shows how a typical set of users might use FCMP to complete a Request for Leave form.

User A

1. Logs into FCMP.
2. Goes to Form Finder.
3. Locates the form (Request for Leave, DA-31).
4. Opens the form.
5. Complete the appropriate data.
6. Save the form. The form is saved into the user's drafts.
7. Select the form in the Drafts and click Route.
8. Complete the routing information for User B.
9. Continue with other work or log out. User A can continue to track this form using the FCMP Tracking capability.

User B

1. Logs into FCMP.
2. Goes to Inbox.
3. Clicks on the form name and the form opens.
4. Enters any additional information and signs, if appropriate.
5. Save the form. The form is saved back into the Inbox.
6. Select the form in the Inbox and click Route.
7. Complete the routing information for the next user, if any.
8. Continue with other work or log out. User B can continue to track this form using the FCMP Tracking capability.

Note: This is an example; the basic steps of finding a form, filling it out, using the Inbox and Drafts, and routing and tracking are the same for all forms.

Login to My Forms

The Forms Content Management Program can be accessed via the Internet at

<https://www.us.army.mil/suite/login/welcome.html>

AKO Login

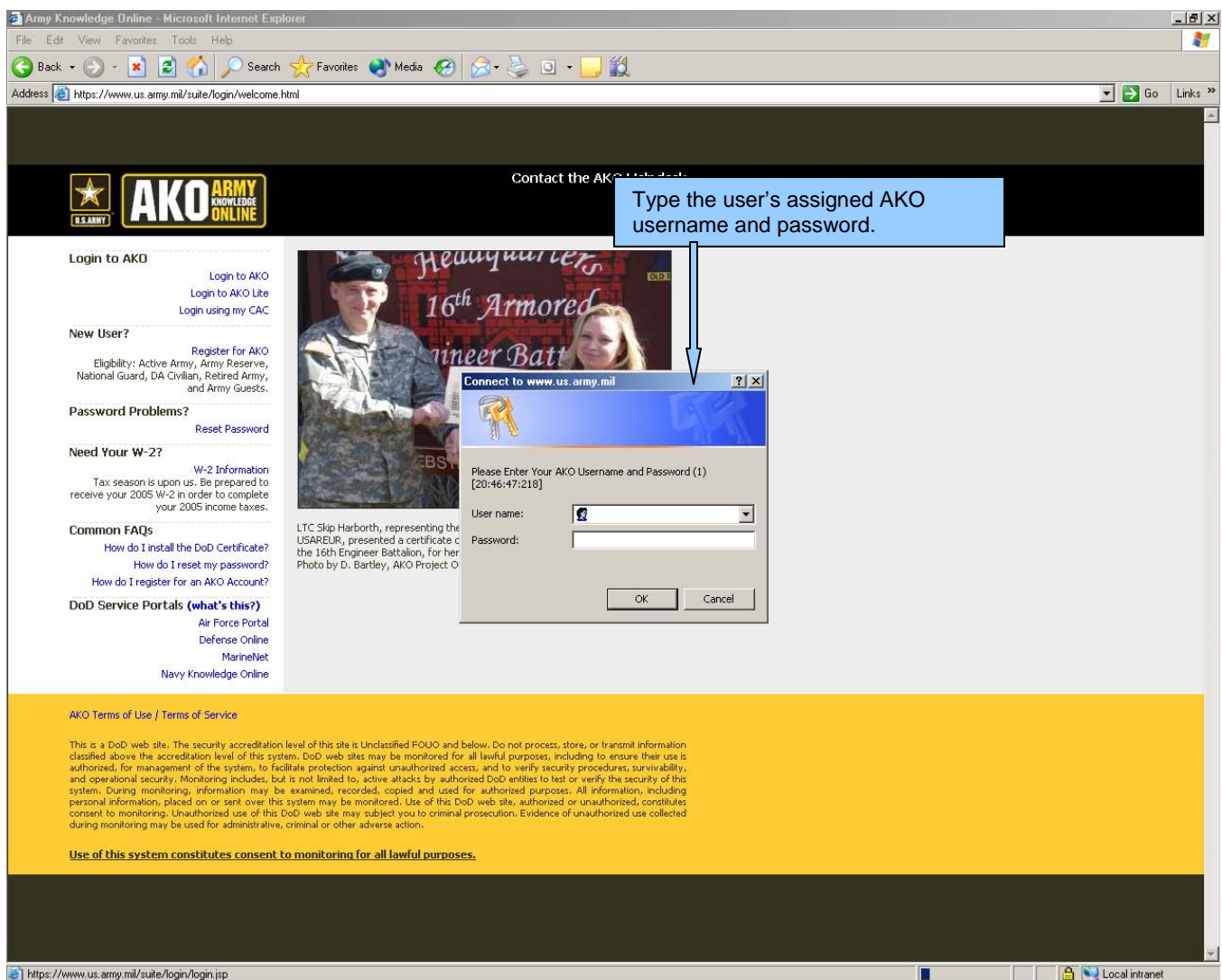


Figure 1 Login Screen

Link to “My Forms” Portal

The Forms Content Management Program can be accessed via the Internet at

<https://myforms.us.army.mil/wps/myportal>

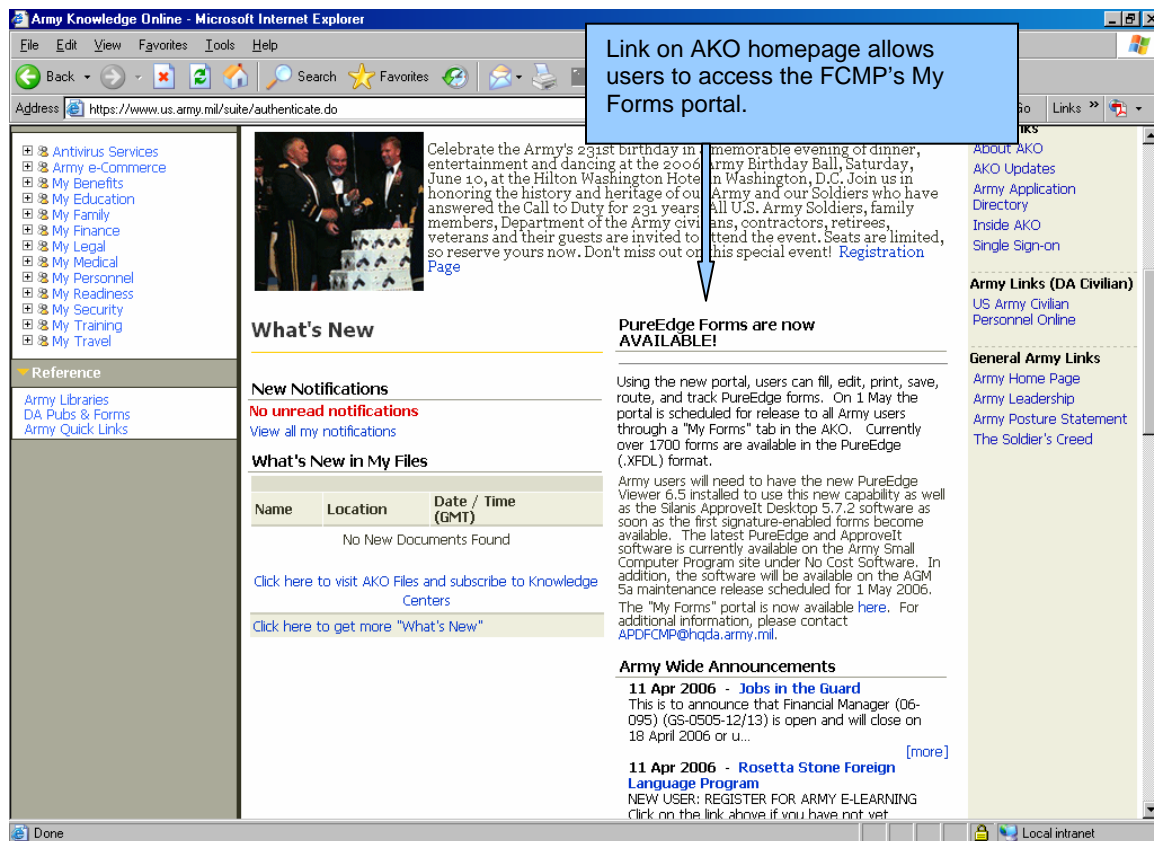


Figure 2 My Forms Portal Link

Using the Forms Content Manager

Welcome Page

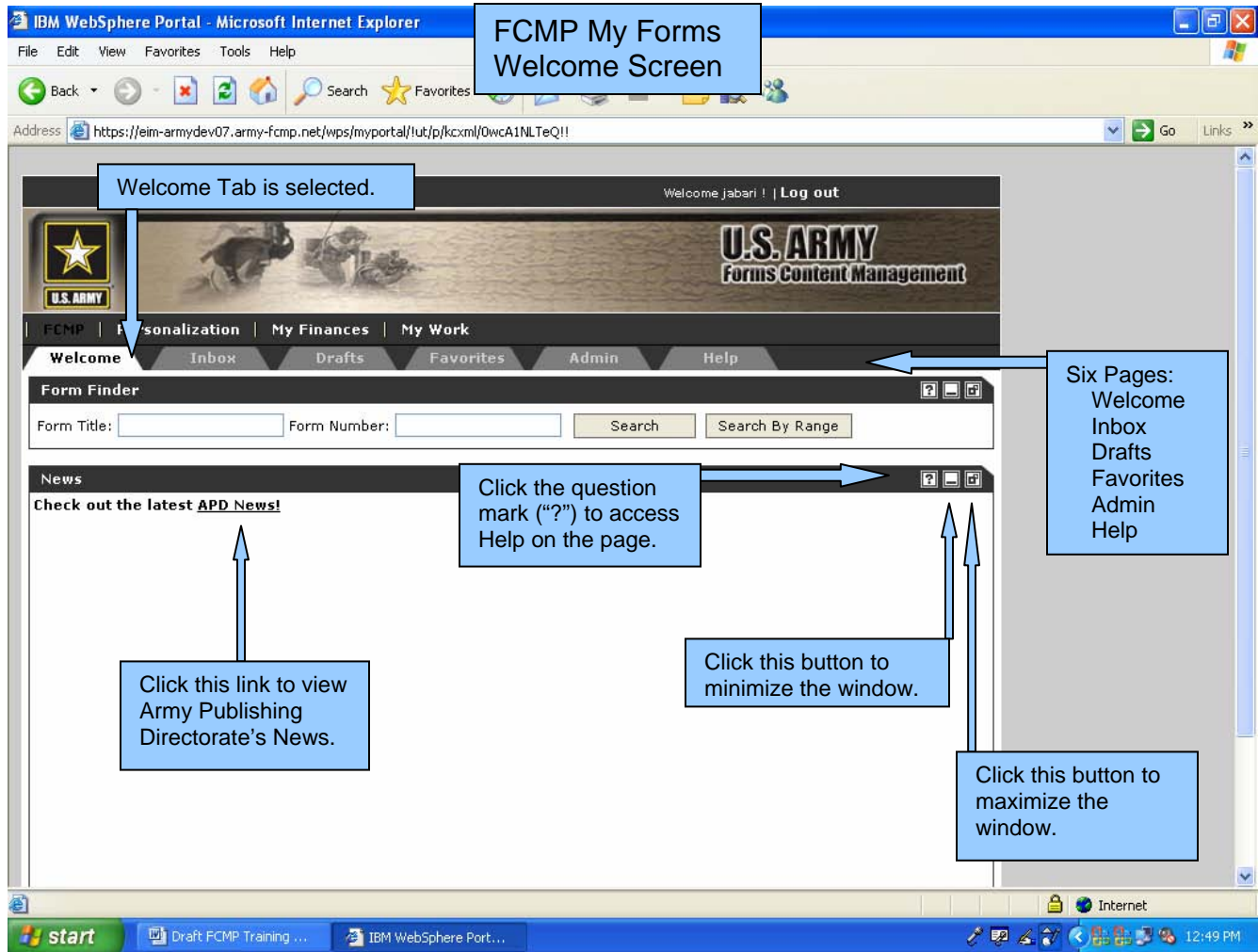


Figure 3 Welcome Screen

Please note that many users will not see the Admin tab because they have not been granted administrative privileges.

Form Finder – Search by Form Title

Form Finder, allows the user to search the Army's Forms Content Manager Repository using the Form Title, Form Number, or Search by Range.

Note: Form Finder is located on the Inbox, Drafts, and Favorites windows.

Welcome Sylvia ! | Log out

U.S. ARMY
Forms Content Management

FCM | Personalization | My Finances | My Work

Welcome | Inbox | Drafts | Favorites | Admin | Help

Form Finder

Form Title: Form Number:

News

Check out the latest [APD News!](#)

The letter "a" is entered to search for all forms that have the letter "a" in the Form Title.

Click "Search" after entering the Form Title or Form Number to locate a form.

Click "Search by Range" to search by form number range.

start | CBT | Draft FCMP CBT - Mic... | IBM WebSphere Port... | IBM WebSphere Port... | Internet | 4:02 PM

Figure 4 Welcome Screen – Using the Form Finder

The user clicks on the form title to open the form.

Form Search Results

Form Title	Form Number
<input type="checkbox"/> SERVICE SCHOOL ACADEMIC EVALUATION REPORT	DA 1059
<input type="checkbox"/> PERSONNEL QUALIFICATION RECORD-PART II	DA 2-1
<input type="checkbox"/> FLOOD PREDICTION - LOCAL, REGIONAL, CENTRAL	DA 5-130
<input type="checkbox"/> INDUSTRIAL STORAGE BATTERY SERVICE RECORD	DA 10-161
<input type="checkbox"/> REQUISITION FOR PUBLICATIONS AND BLANK FORMS	DA 17-1
<input type="checkbox"/> ELECTION TO FORMAL PHYSICAL EVALUATION BOARD PROCEEDINGS	DA 199-1
<input type="checkbox"/> ARMY IDEAS FOR EXCELLENCE PROGRAM	DA 1045
<input type="checkbox"/> CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	DA 1059-1
<input type="checkbox"/> APPLICATION FOR ARMY EMERGENCY RELIEF	DA 1103
<input type="checkbox"/> RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE	DA 1106
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1
<input type="checkbox"/> STATEMENT OF PRISONERS PERSONAL DEPOSIT FUND AND REQUEST FOR WITHDRAWAL OF PERSONAL FUNDS	DA 1130
<input type="checkbox"/> RECORD OF PRISONERS PERSONAL DEPOSIT FUND	DA 1129
<input type="checkbox"/> PRISONER'S PERSONAL PROPERTY LIST - PERSONAL DEPOSIT FUND	DA 1132
<input type="checkbox"/> PERSONAL PROPERTY TRANSMITTAL SLIP - PERSONAL DEPOSIT FUND	DA 1133
<input type="checkbox"/> REQUEST FOR WITHDRAWAL OF PERSONAL PROPERTY	DA 1134

Form Finder displays a list of forms that meet the search criteria. The letter "a" was entered and the search engine displays any form that has the letter "a" in the Form Title.

Done Internet

Figure 5 Search Results for Search by Form Title

https://eim-armydev07.army-fcmp.net/wps/PA_1_0_LT/DownloadFormServlet?field.formtype=DA%201059& - Microsoft Internet Explorer

File Edit View Go To Favorites Help

Back Forward Stop Home Search Favorites Print Mail

Address https://eim-armydev07.army-fcmp.net/wps/PA_1_0_LT/DownloadFormServlet?field.formtype=DA%201059&field.userid=sylvia.cohen&cmStatus=blank&saveURI= Go Links

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL

SERVICE SCHOOL ACADEMIC EVALUATION REPORT
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.

DATE

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. SSN	3. GRADE	4. BR	5. SPECIALTY/MOSC
6. COURSE TITLE	7. NAME OF SCHOOL			8. COMP
9. TYPE OF REPORT <input type="checkbox"/> RESIDENT <input type="checkbox"/> NONRESIDENT	10. PERIOD OF REPORT (Year, month, day) From: Thru: 0		11. DURATION OF COURSE (Year, month, day) From: Thru:	
12. EXPLANATION OF NONRATED PERIODS				
13. PERFORMANCE SUMMARY *a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS (Limited to 20% of class enrollment) b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS		14. DEMONSTRATED ABILITIES a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY		

Unknown Zone

start CBT Draft FCMP... IBM WebSph... IBM WebSph... https://eim-... https://eim-... 4:04 PM

The form is displayed from the repository when the user clicks the Form Title in the search results.

Figure 6 Form Displayed (DA Form 1059)

The Service School Academic Evaluation Report, DA 1059 was selected from the search results. A user can display any form located in the Forms Content Manager repository.

Form Finder – Search by Form Number



Figure 7 Search by Form Number

https://eim-armydev07.army-fcmp.net/wps/PA_1_0_1_T/SessionCheckS...

Form Search Results

Form Title	Form Number
<input type="checkbox"/> SPECIAL PROVISIONS C	DA 2103
<input type="checkbox"/> SPECIAL PROVISIONS E	DA 2105
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1
<input type="checkbox"/> NCOER EVALUATION REPORT	DA 2166-8

Form Finder displays a list of forms that meet the search criteria. The number "21" was entered and the search engine displays any form that has the number "21" in the Form Number.

Done Internet

Figure 8 Search Result for Search by Form Number

https://208.3.193.204/wps/PA_1_0_V9/DownloadFormServlet?field.formtype=DA%202166-8&field.userid=sylvia.cohen&cmStatus=blank&saveURI=

File Edit View Go To Favorites Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://208.3.193.204/wps/PA_1_0_V9/DownloadFormServlet?field.formtype=DA%202166-8&field.userid=sylvia.cohen&cmStatus=blank&saveURI=

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL NEXT >>

NCO EVALUATION REPORT
For use of this form, see AR 623-205, the proponent agency is ODCSPER

SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) b. SSN c. RANK d. DATE OF RANK e. PMOSC

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND g. REASON FOR SUBMISSION

h. PERIOD COVERED i. RATED MONTHS j. NON-RATED CODES k. NO. OF ENCL l. RATED NCO COPY (Check one and Date) m. PSC Initials n. CMD CODE o. PSB CODE

FROM THRU
YYYY MM YYYY MM

1. Given to NCO Date
2. Forwarded to NCO

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) SSN SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT DATE

b. NAME OF SENIOR RATER (Last, First, Middle Initial) SSN SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT DATE

c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205. SIGNATURE DATE

d. NAME OF REVIEWER (Last, First, Middle Initial) SSN SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT DATE

e. ☐ CONCUR WITH RATER AND SENIOR RATER EVALUATIONS ☐ NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)

PART III - DUTY DESCRIPTION (Rater)

The form is displayed from the repository when the user clicks the Form Title in the search results.

Figure 9 Form Displayed, DA Form 2166-8

The NCO Evaluation Form, DA 21-66-8 was selected from the search results. A user can search for and display any form located in the Forms Content Manager repository.

Form Finder – Search by Range

This page is shown when the user clicks "Search by Form Range" on the Form Finder page. Searching by Form Range allows the user to search by form types (DA, DD, SF, etc.) in a predefined range.

Form Range Result

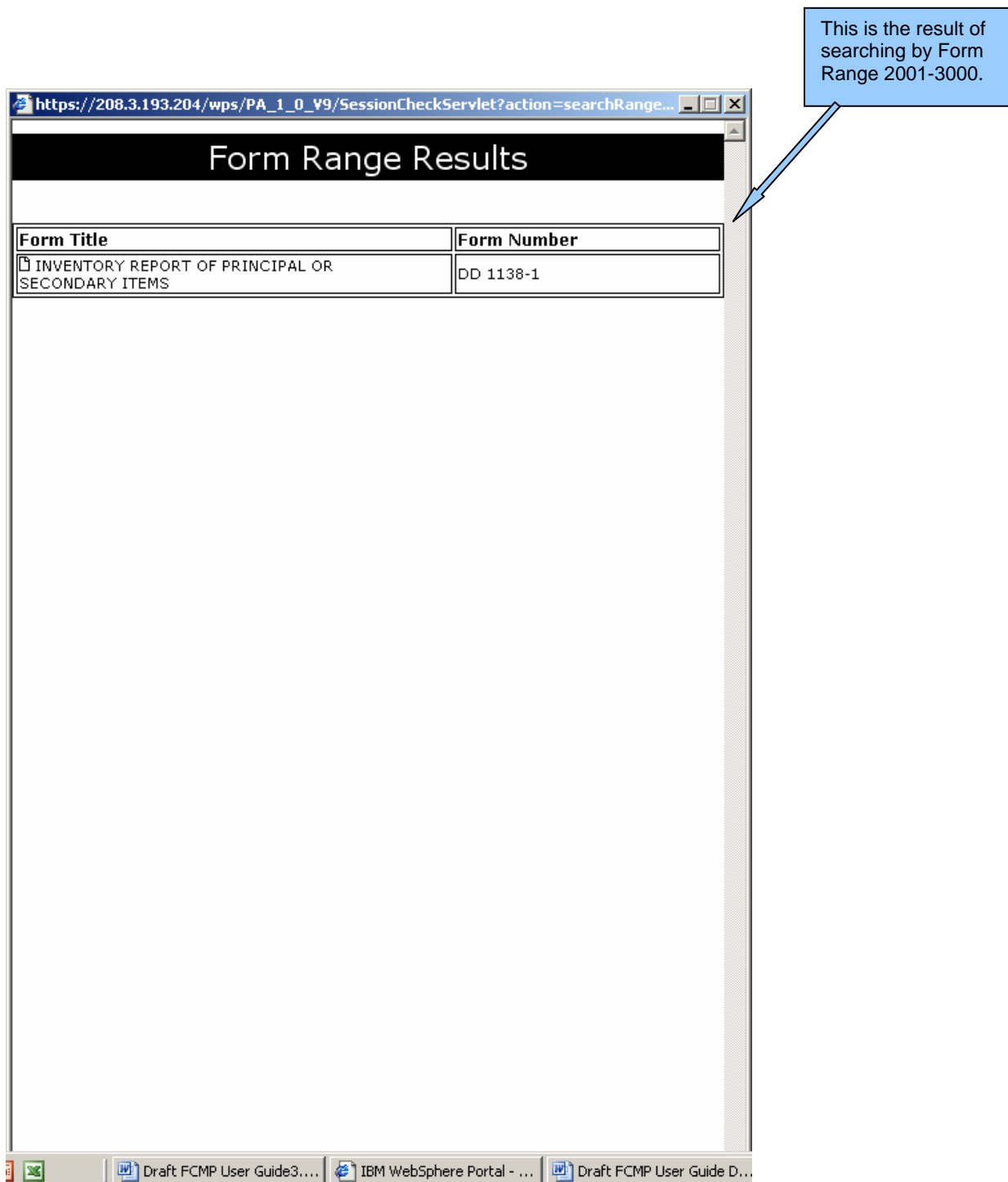
Please select the type of form you would like to search for?

DD E - Forms By Range
DD 0000 - 1000
DD 1001 - 2000
DD 2001 - 3000
DD 3001 - 4000
DD 4001 - 5000
DD 5001 - 6000

The user clicks here to search form range 1001-2000.

The screenshot shows a web browser window with the URL https://208.3.193.204/wps/PA_1_0_V9/SessionCheckServlet?action=view. The page title is "Form Range Result". Below the title, there is a prompt "Please select the type of form you would like to search for?" followed by a dropdown menu showing "DD Form". Below this, there is a table titled "DD E - Forms By Range" with six rows of form ranges. The second row, "DD 1001 - 2000", is highlighted with a blue link. A blue arrow points from a callout box to this link. Another blue arrow points from a callout box to the "DD Form" dropdown menu. The browser's taskbar at the bottom shows several open windows, including "Draft FCMP User Guide3...", "IBM WebSphere Portal - ...", and "Draft FCMP User Guide D...".

Figure 10 Search by Form Range



The screenshot shows a web browser window with the URL `https://208.3.193.204/wps/PA_1_0_V9/SessionCheckServlet?action=searchRange...`. The page title is "Form Range Results". Below the title is a table with two columns: "Form Title" and "Form Number". The table contains one row of data.

Form Title	Form Number
<input type="checkbox"/> INVENTORY REPORT OF PRINCIPAL OR SECONDARY ITEMS	DD 1138-1

A callout box with a blue border and a blue arrow pointing to the table contains the text: "This is the result of searching by Form Range 2001-3000."

The browser's taskbar at the bottom shows several open applications: "Draft FCMP User Guide3...", "IBM WebSphere Portal - ...", and "Draft FCMP User Guide D..."


Figure 11 Search Results for Search by Form Range

https://208.3.193.204/wps/PA_1_0_V9/DownloadFormServlet?field.formtype=DD%201138-1&field.userid= - Microsoft Internet Explorer

File Edit View Go To Favorites Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://208.3.193.204/wps/PA_1_0_V9/DownloadFormServlet?field.formtype=DD%201138-1&field.userid=igarrrett&cmStatus=blank&saveURI= Go Links

 **U.S. ARMY**
Forms Content Management

SAVE SAVE AS PRINT EMAIL

INVENTORY REPORT OF PRINCIPAL OR SECONDARY ITEMS <i>(Amounts in Thousands of Dollars)</i>		REPORT CONTROL SYMBOL DD-A&T(A)1000
1. HEADER DATA	AS OF SEP 30 _____	
LINE a.	CARD COLUMN b.	DESCRIPTION c.
(1) ROUTING IDENTIFIER CODE	1	
(2) DOD CATEGORY OF MATERIEL CODE	4	
(3) AGENCY CATEGORY OF MATERIEL CODE <i>(or Budget Project Number)</i>	6	
(4) APPROPRIATION TITLE CODE	8	
(5) PRINCIPAL OR SECONDARY ITEMS <i>(P or S)</i>	12	
(6) CONSUMABLE OR REPARABLE ITEMS <i>(C or R)</i>	13	
2. ASSETS		VALUE (Note 1) a.
		RETAIL
		WHOLESALE

Unknown Zone

Figure 12 Form Displayed, DD Form 1138-1

FCMP Help

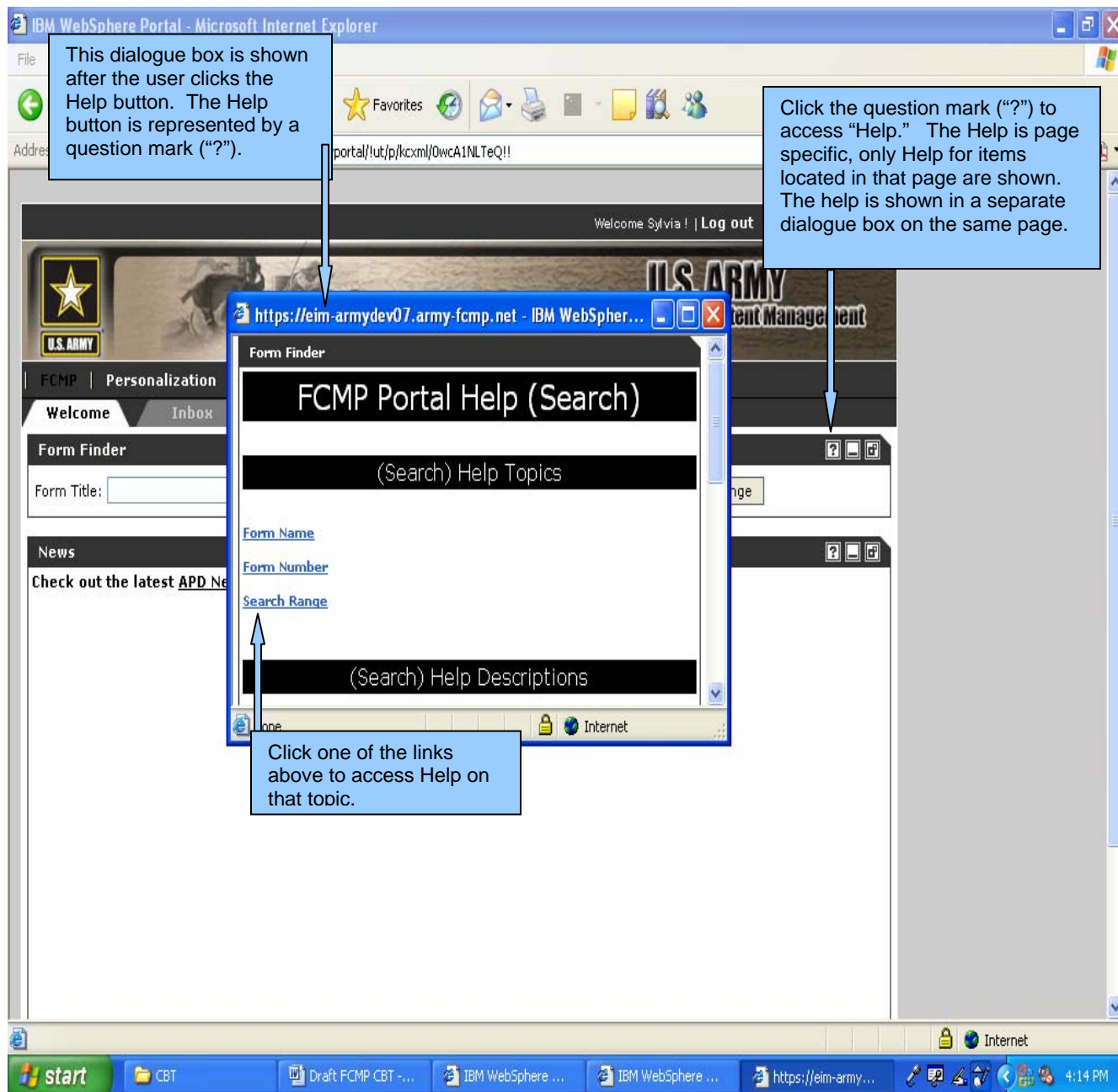


Figure 13 FCMP Help

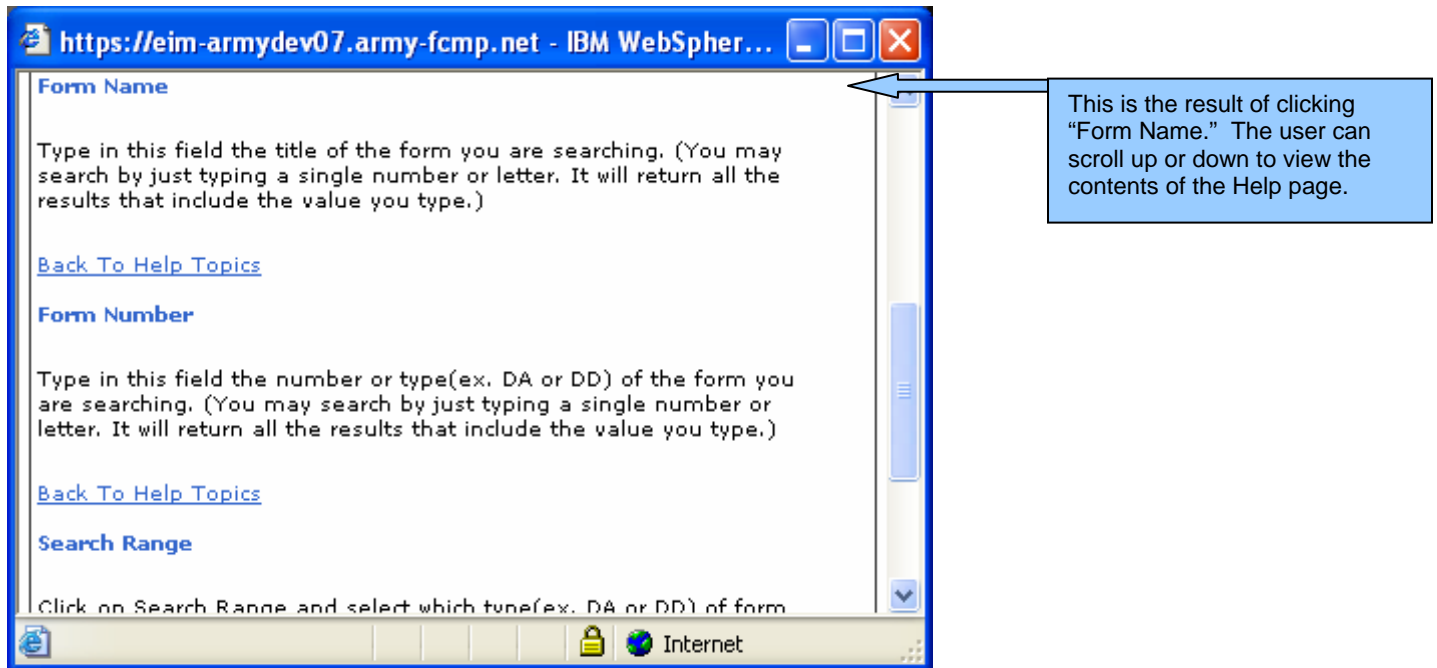


Figure 14 FCMP Help Result

Army Publishing Directorate's News

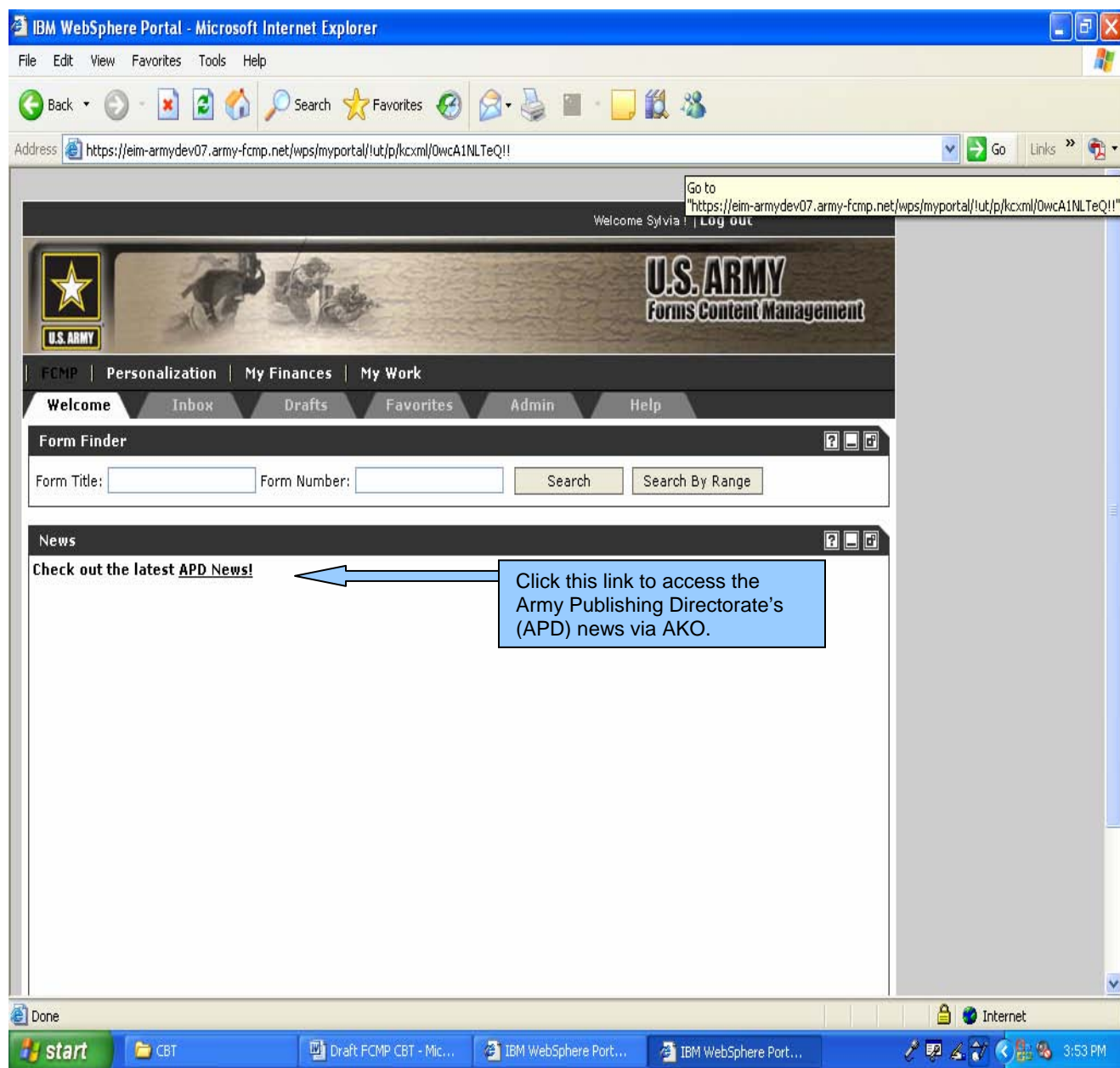


Figure 15 APD's News

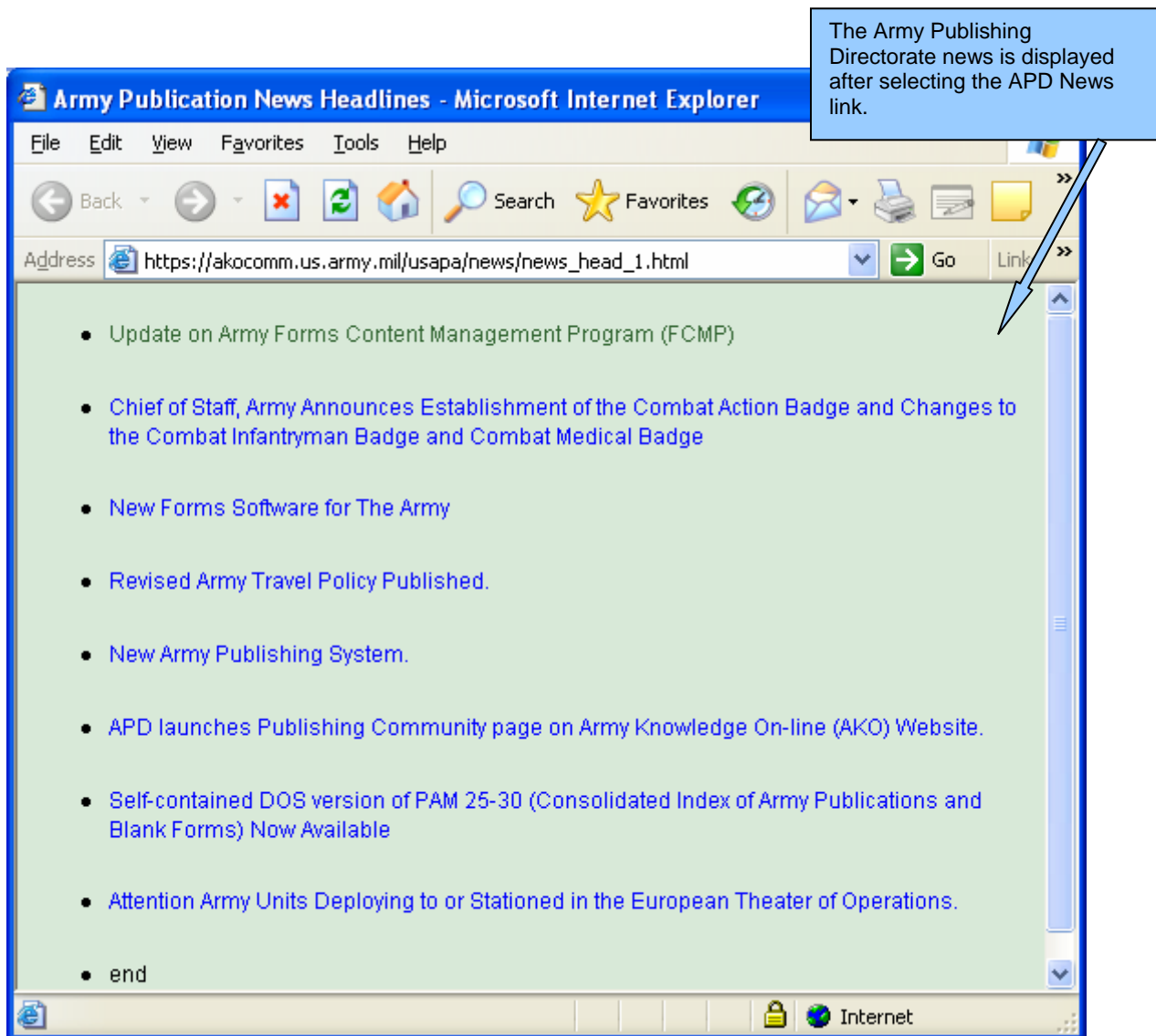


Figure 16 APD's News is Displayed

Inbox Tab



Figure 17 Inbox Tab

Inbox Page - Overview

This screen appears after the user clicks the Inbox tab.

There are seven forms and zero folders located in the Inbox.

The user can sort by Form Name, Form Type, Create Date, Action Date or Suspend Date by selecting the title.

Form Type is the form number.

Action Date is the date the form was opened.

Suspend Date is the date the form creator or originator assigned to the form.

Form Name is the name of the form.

Click this arrow to display form(s) and/or folder(s) names. After clicking the arrow the user can view the list of forms located in the Inbox.

Note: Tree View.....The arrow points down after it is clicked and displays all forms.

Create Date is the date the form was created.

This is Suspense not Suspend.

Form Finder

Form Title:

Inbox

Inbox -- 7 Form(s), 0 Folder(s)

Forms Box [7 form(s)]

Form Name	Form Type	Create Date	Action Date	Suspend Date
--Select--				

Actions List

- Add To Folder
- Extract
- History
- Comment
- Rename
- Copy
- Complete

Figure 18 Inbox Page Overview

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKLN4i3dAXJgFku-pGoIsam6CKOcaFvfv-P_NxU_QD9gtzQ0Ih Go Links

Welcome jabari ! | Log out

U.S. ARMY
Forms Content Management

Work Favorites Admin Help

Form Finder

Form Title:

Inbox

Inbox -- 7 Form(s), 0 Folder(s)

Forms Box [7 Form(s)] --Select--

Form Name	Form Type	Create Date	Action Date	Suspend Date
<input type="checkbox"/> STATUS OF DA FORM 1315	DA 1315-1	Sep 23, 2005 09:24:11		
<input type="checkbox"/> NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005 17:11:11		
<input type="checkbox"/> Routing Date SERVICE SCHOOL ACAD	DA 1059	Sep 23, 2005 10:58:11		Sep 23, 2005 11:30:00
<input type="checkbox"/> Copy of EIM RECOMMENDATION TO DECLARE		Sep 23, 2005 11:27:06	Sep 23, 2005 11:28:13	Sep 23, 2005 11:30:00
<input type="checkbox"/> Copy of ARMY TOR'S FLIGHT EMERGENCY RELIEF LOAN UNCOLLECTIBLE	08-12	Sep 21, 2005 09:11:36	Sep 27, 2005 10:26:09	No suspense date set
<input type="checkbox"/> Copy of REQ OR WITHDRAW		Sep 21, 2005	Sep 27, 2005	No suspense
<input checked="" type="checkbox"/> Copy of EIM RECOMMENDATION TO D				

Actions List

Close All

Add To Folder

Extract

History

Comment

Route

Delete

Rename

Copy

Complete

Form Name

Click the Form Name to open the form. The form name appears in bold print until the form is opened.

Placing the cursor over the Form Name allows the user to view Form Names that are more than two lines long.

Select the form or folder by clicking the box. A check mark will appear in the box when the form or folder is selected. Selecting the form or folder allows the user to perform a specific action on the selected form or folder. The actions are listed in the Action List located along the right margin of the page.

The Action List is a list of actions the user can perform on a selected form or folder. The actions operate the same on all pages, i.e. Drafts, Favorites and Admin pages.

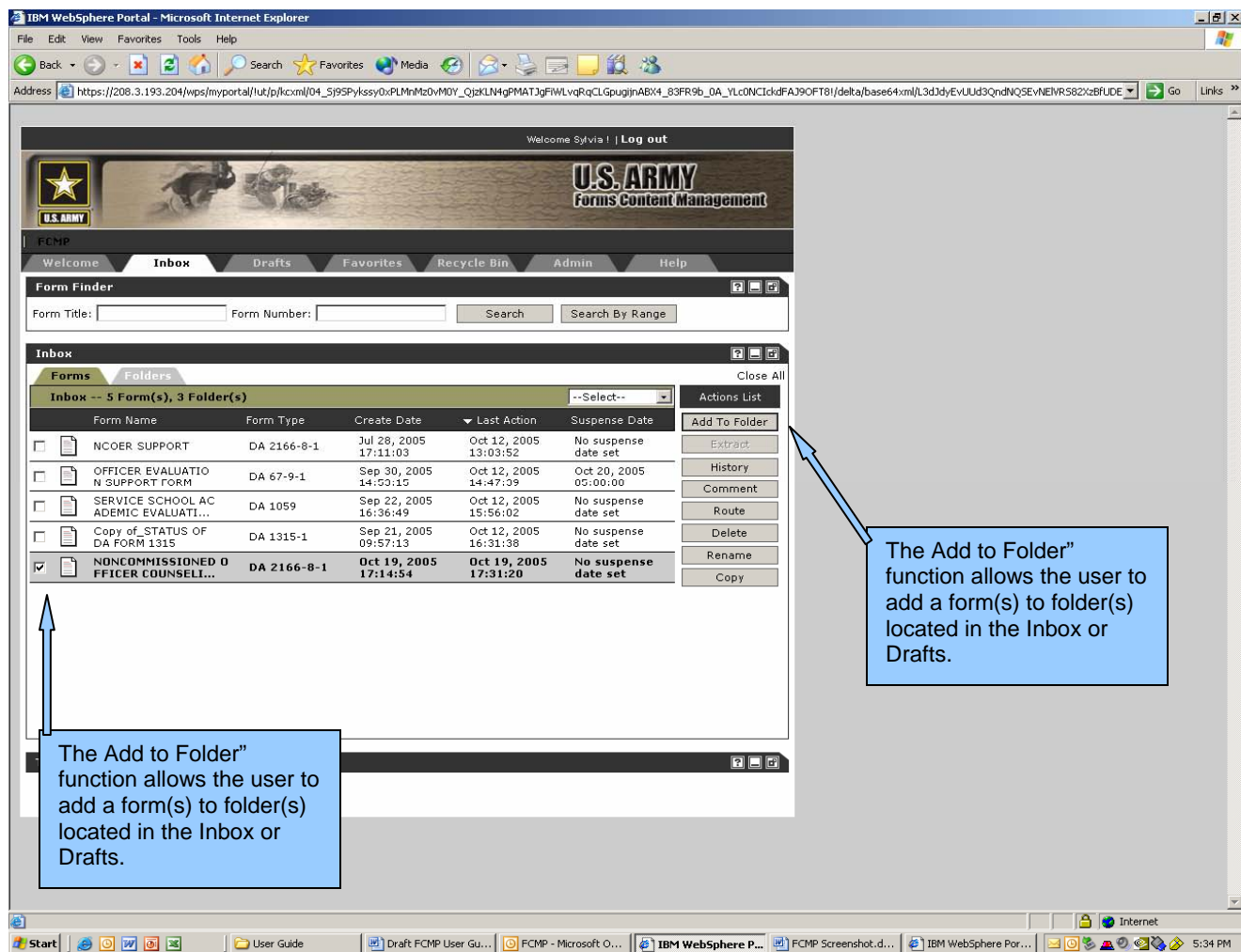
The actions on the Actions List can be performed on a selected form or folder when the action appears in bold print.

start CBT

Internet 11:17 AM

Figure 19 Inbox Page Overview Continued

Inbox - Add to Folder Function



IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://208.3.193.204/wps/myportal/ut/p/xcml/04_595Pykssy0xPLMnMz0vMOY_QjzKLN4gPMATJ3gFWLvgRqCLGpuginABX4_83FR9b_0A_YLc0NCickdFA39OFT81/delta/base64xmll/L3d3dyEvUUD3QndNQSEvNEVR582z28FUDE

Welcome Sylvia | Log out

U.S. ARMY
Forms Content Management

FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Admin Help

Form Finder

Form Title: Form Number: Search Search By Range

Inbox Forms Folders

Inbox -- 5 Form(s), 3 Folder(s) --Select-- Close All

Form Name	Form Type	Create Date	Last Action	Suspense Date	Actions List
<input type="checkbox"/> NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005 17:11:03	Oct 12, 2005 13:03:52	No suspense date set	Add To Folder Extract History Comment Route Delete Rename Copy
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	Sep 30, 2005 14:53:15	Oct 12, 2005 14:47:39	Oct 20, 2005 05:00:00	
<input type="checkbox"/> SERVICE SCHOOL ACADEMIC EVALUATION	DA 1059	Sep 22, 2005 16:36:49	Oct 12, 2005 15:56:02	No suspense date set	
<input type="checkbox"/> Copy of STATUS OF DA FORM 1315	DA 1315-1	Sep 21, 2005 09:57:13	Oct 12, 2005 16:31:38	No suspense date set	
<input checked="" type="checkbox"/> NONCOMMISSIONED OFFICER COUNSELING	DA 2166-8-1	Oct 19, 2005 17:14:54	Oct 19, 2005 17:31:20	No suspense date set	

The Add to Folder' function allows the user to add a form(s) to folder(s) located in the Inbox or Drafts.

The Add to Folder' function allows the user to add a form(s) to folder(s) located in the Inbox or Drafts.

Start | User Guide | Draft FCMP User Gu... | FCMP - Microsoft O... | IBM WebSphere P... | FCMP Screenshot.d... | IBM WebSphere Por... | Internet | 5:34 PM

Figure 20 Add to Folder Function

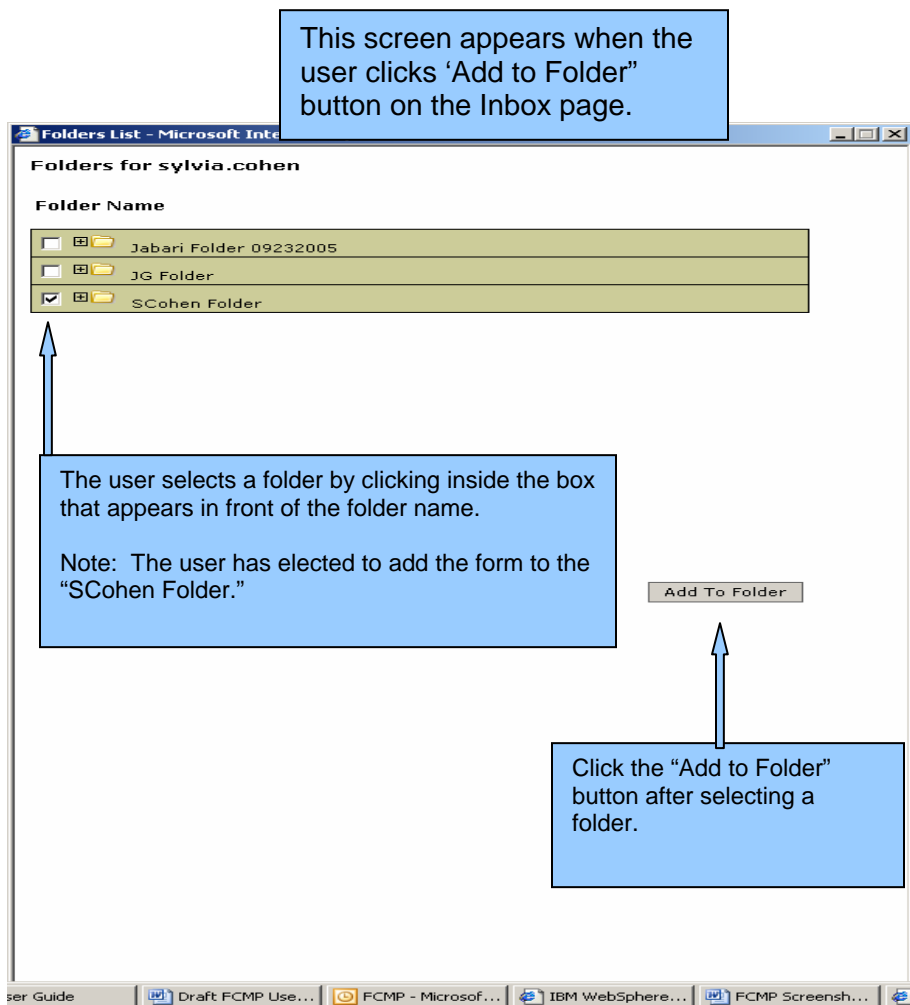


Figure 21 Folder Selected

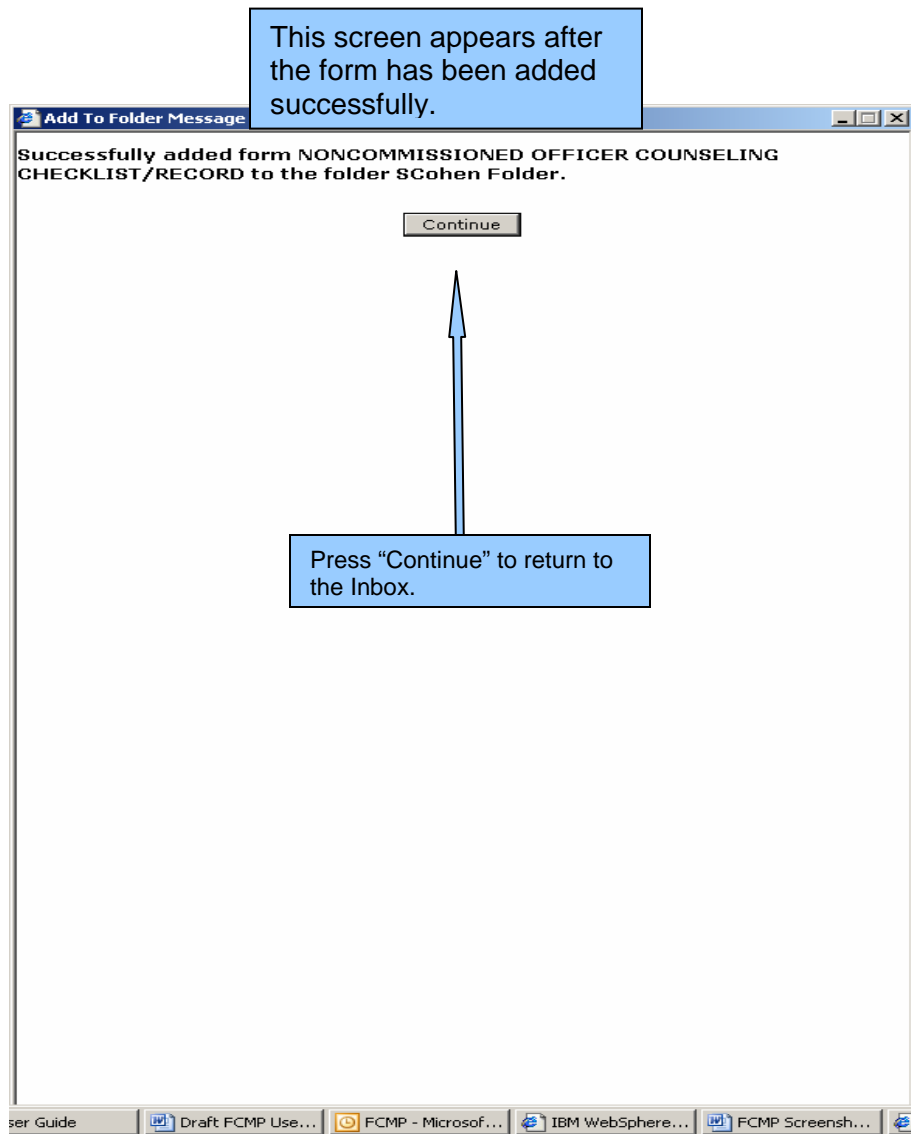


Figure 22 Confirmation of Form Successfully Added to Folder

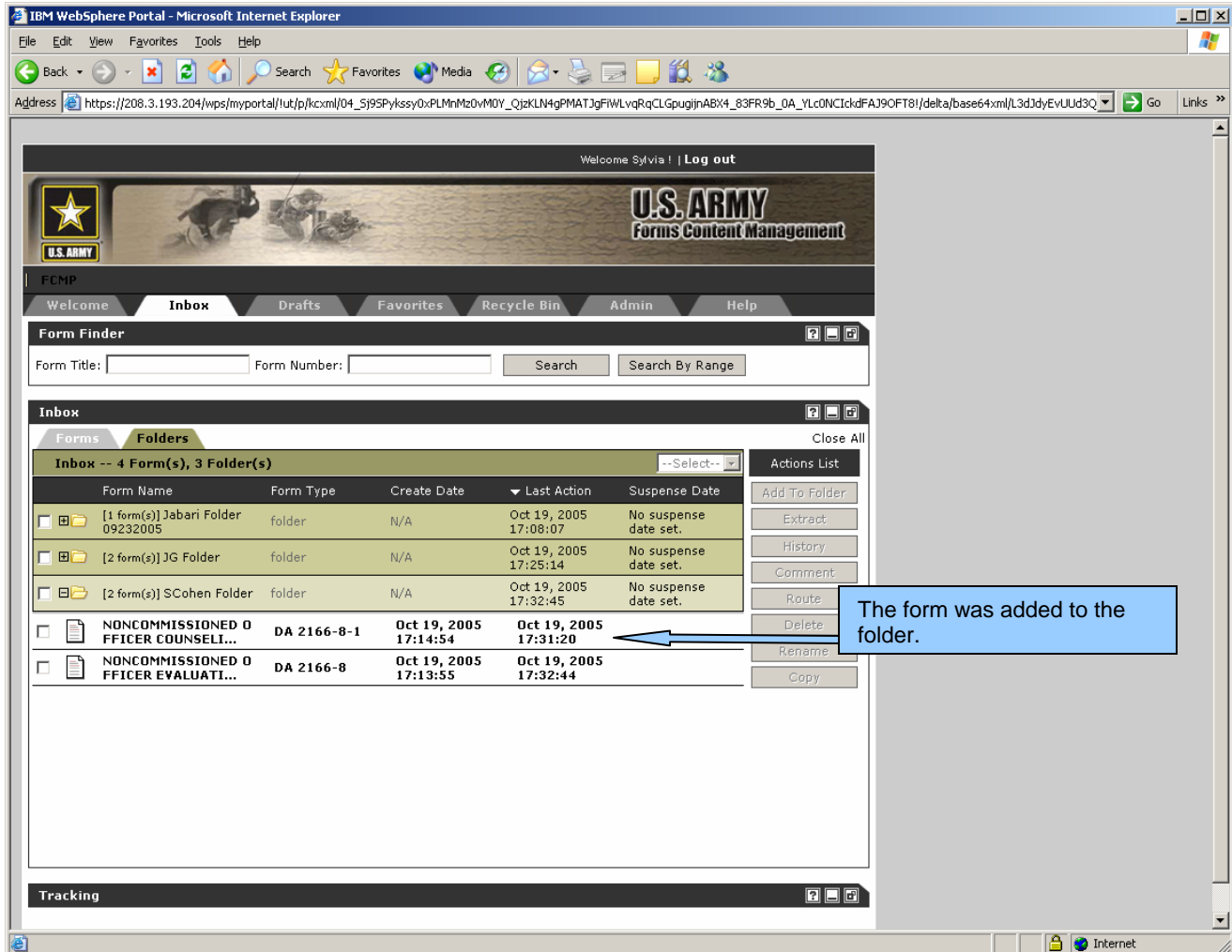
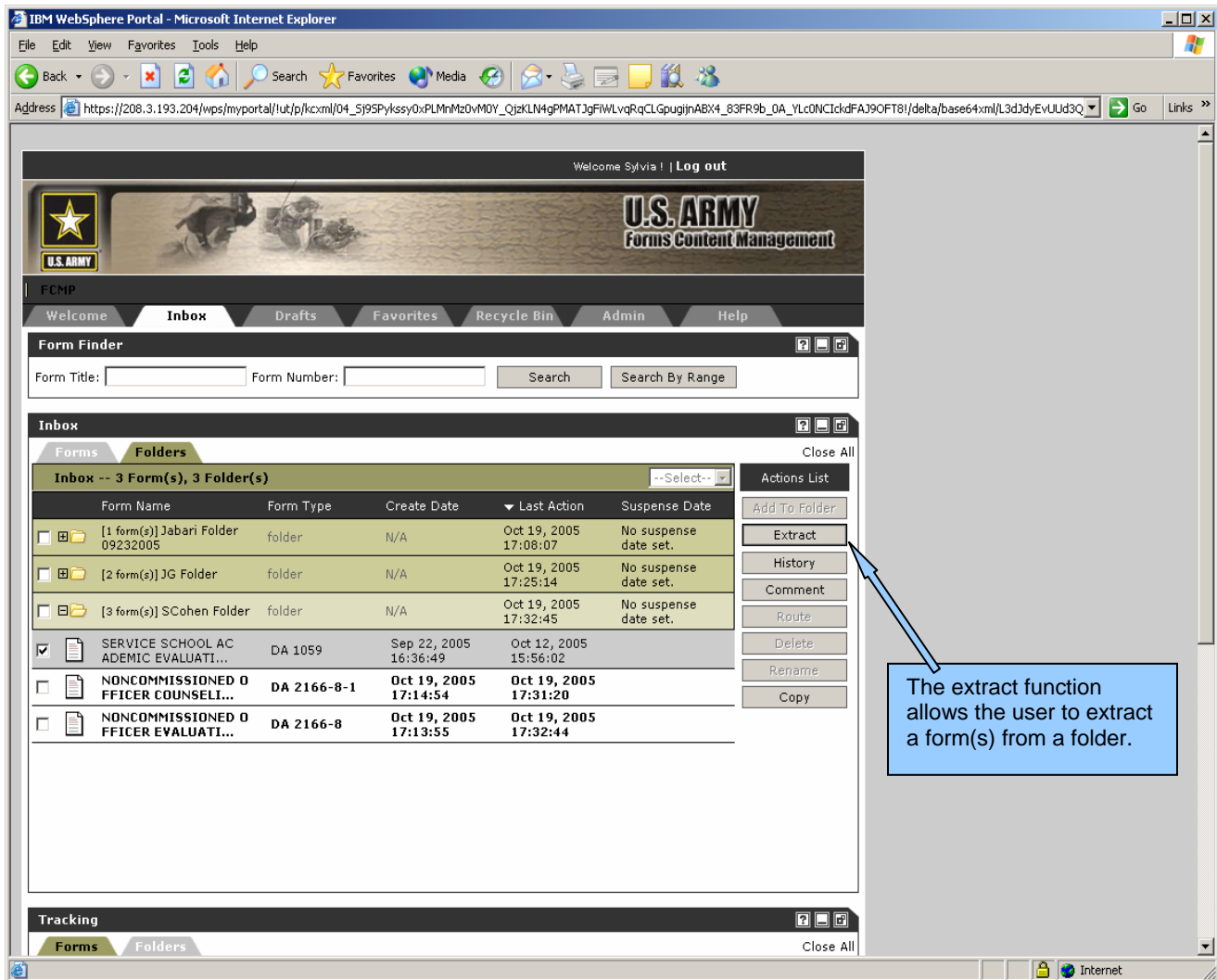


Figure 23 NCO Support Form Added to Folder

Inbox - Extract Function



Welcome Sylvia ! | [Log out](#)

U.S. ARMY
Forms Content Management

FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Admin Help

Form Finder

Form Title: Form Number: [Search](#) [Search By Range](#)

Inbox

Forms **Folders** [Close All](#)

Inbox -- 3 Form(s), 3 Folder(s) [--Select--](#)

	Form Name	Form Type	Create Date	Last Action	Suspense Date
<input type="checkbox"/>	[1 form(s)] Jabari Folder 09232005	folder	N/A	Oct 19, 2005 17:08:07	No suspense date set.
<input type="checkbox"/>	[2 form(s)] JG Folder	folder	N/A	Oct 19, 2005 17:25:14	No suspense date set.
<input type="checkbox"/>	[3 form(s)] SCohen Folder	folder	N/A	Oct 19, 2005 17:32:45	No suspense date set.
<input checked="" type="checkbox"/>	SERVICE SCHOOL AC ADEMIC EVALUATI...	DA 1059	Sep 22, 2005 16:36:49	Oct 12, 2005 15:56:02	
<input type="checkbox"/>	NONCOMMISSIONED O FFICER COUNSEL...	DA 2166-8-1	Oct 19, 2005 17:14:54	Oct 19, 2005 17:31:20	
<input type="checkbox"/>	NONCOMMISSIONED O FFICER EVALUATI...	DA 2166-8	Oct 19, 2005 17:13:55	Oct 19, 2005 17:32:44	

Actions List

[Add To Folder](#)

[Extract](#)

[History](#)

[Comment](#)

[Route](#)

[Delete](#)

[Rename](#)

[Copy](#)

Tracking

Forms **Folders** [Close All](#)

The extract function allows the user to extract a form(s) from a folder.

Figure 24 Extract Function

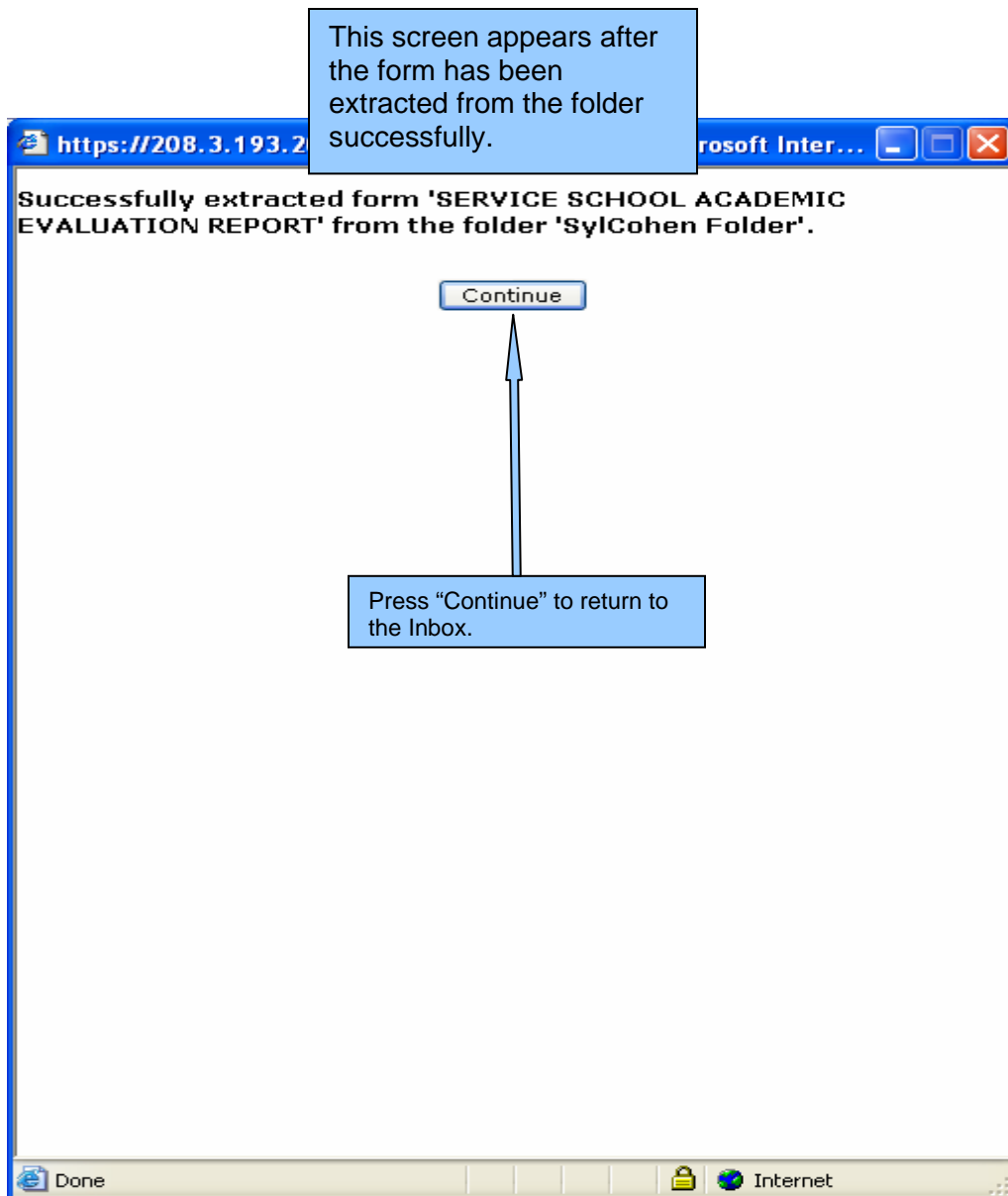


Figure 25 Confirmation of Form Successfully Extracted from Folder

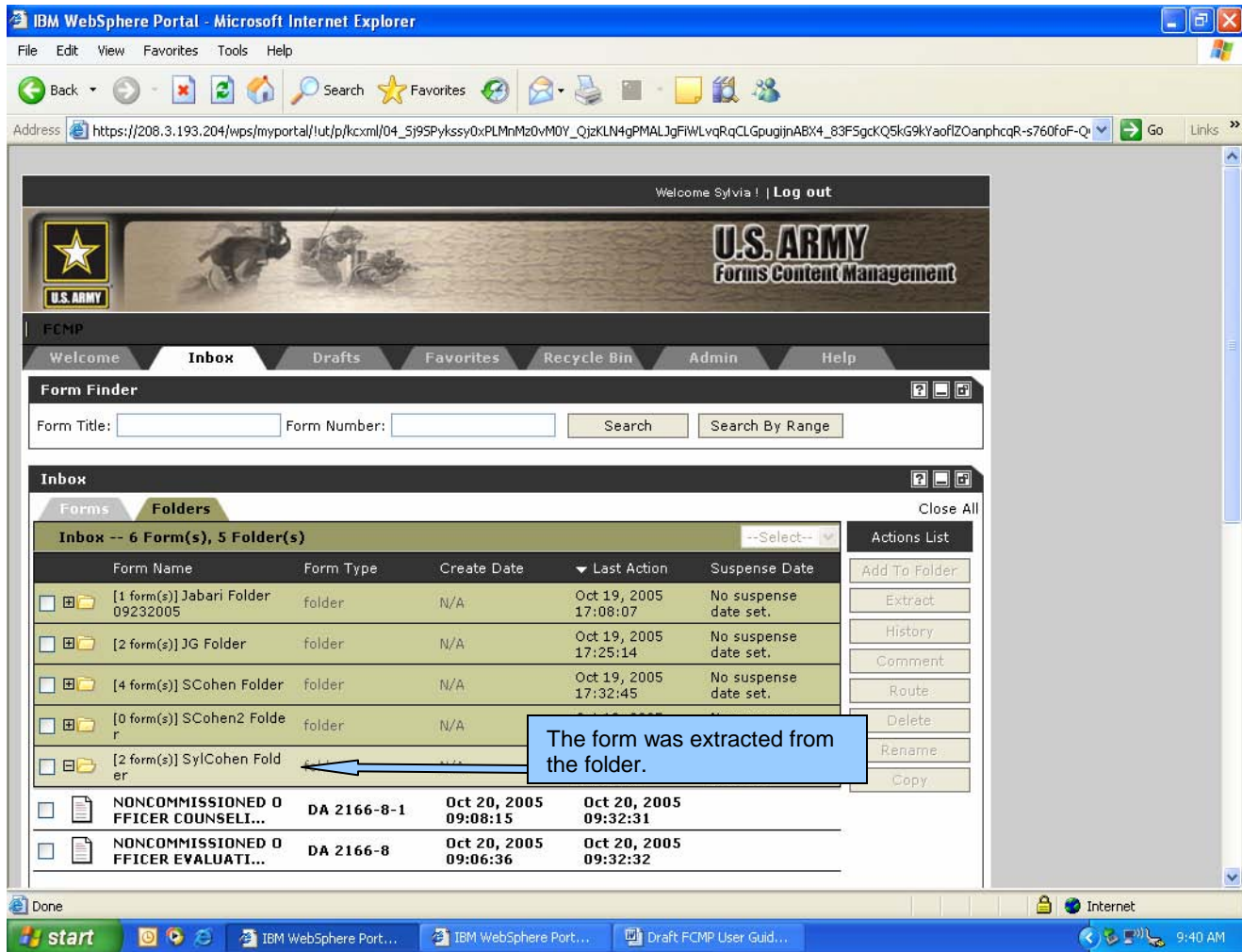


Figure 26 Form Extracted from Folder

Inbox – Form History

This page appears when the user clicks 'History.' Selecting "History" on the Inbox page allows the user to view the history of the form or folder.

User ID	Action Performed	Action Date
jgarrett	Open	2005-09-27 16:40:48.391
apd.fcmp	Open	2005-09-27 16:41:22.672
jgarrett	originalRouting	2005-09-28 17:28:03.953
jgarrett	dynamicRouting	2005-09-28 17:28:04.484
jgarrett	staticRouting	2005-09-28 17:28:13.266
aburrell	originalRouting	2005-09-29 11:15:21.922

Continue

Click "Continue" to return to the previous page.

The History shows what user had the form or folder; the action taken on the form or folder; and when an action was taken on a form or folder.

Done Internet

Figure 27 Form History

Inbox - Form Comments

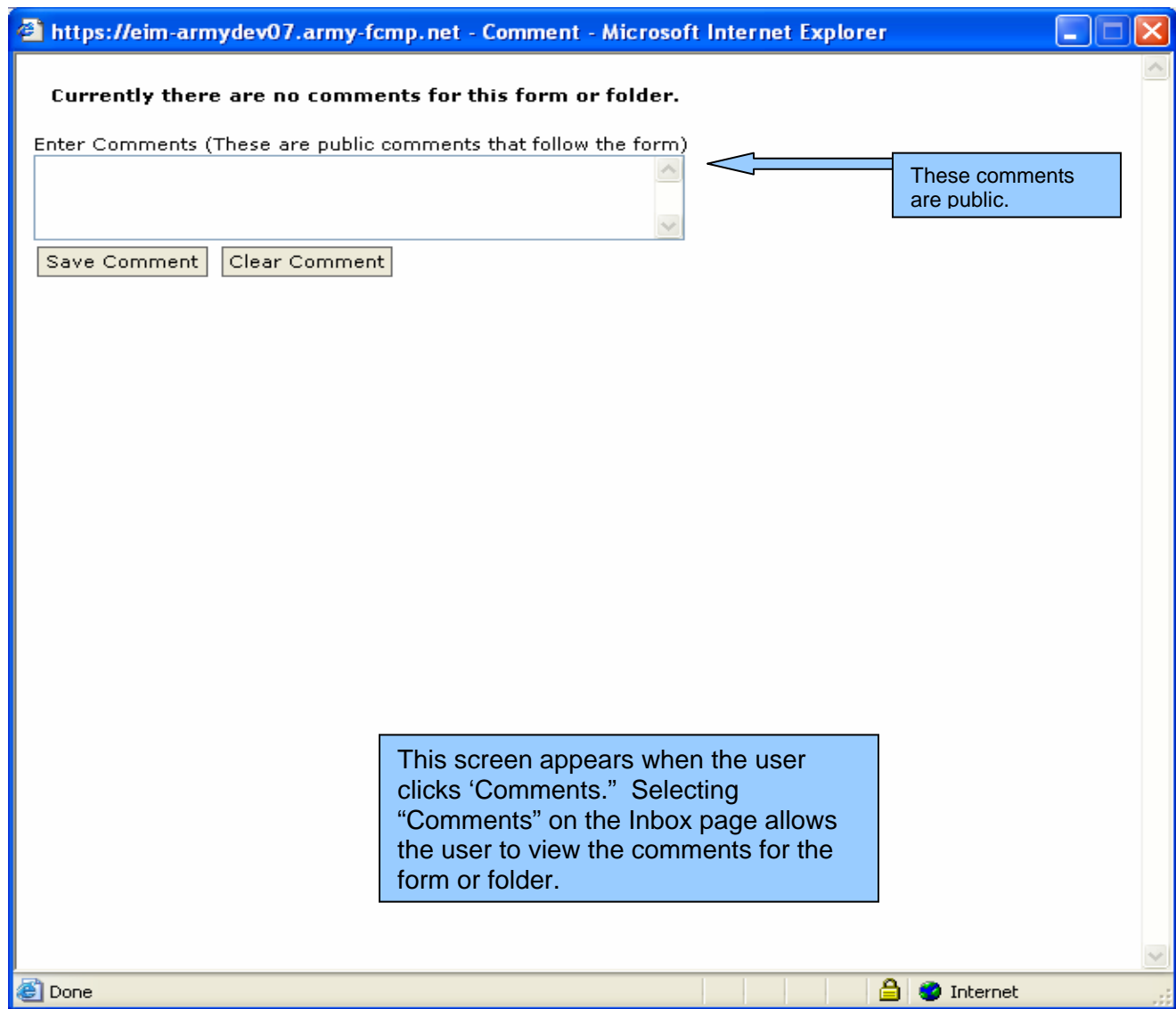


Figure 28 Form Comments

Inbox – Route Function

This screen appears when the user clicks 'Route.' Clicking "Route" on the Inbox page allows the user to view the history of the form or folder.

Original, allows the user to send the original form to an AKO email address. The user can only send one original to an addressee because a form can only have one owner. The original is tracked until the process is complete. The creator can reclaim the original until the addressee has opened it. The original remains in the repository.

The Info Copy is a read-only copy that allows the user to view changes as they are made to the form as long as the form remains in the repository. The user views the changes by clicking on the "Tracking" page.

The Email Copy is a read-only copy that is emailed to an AKO address. The email copy is not placed in tracking and the email recipient cannot view changes as they are

The user clicks "Back" to return to the Inbox.

U.S. ARMY Content Management

FCMP | Personalized

Welcome | Inbox

Form Finder

Form Title: Form Number: Search Search By Range

Inbox

Routing Slip for Copy of EIM R COMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE Form

Original Search

No users selected yet. Please select only one user.

Info Copy

No users selected yet.

Email Copy

No users selected yet.

Route Remove Person

Back

Done

start

CBT

Draft FCMP CBT - Mic...

IBM WebSphere Port...

Internet

4:55 PM

Figure 29 Routing Slip

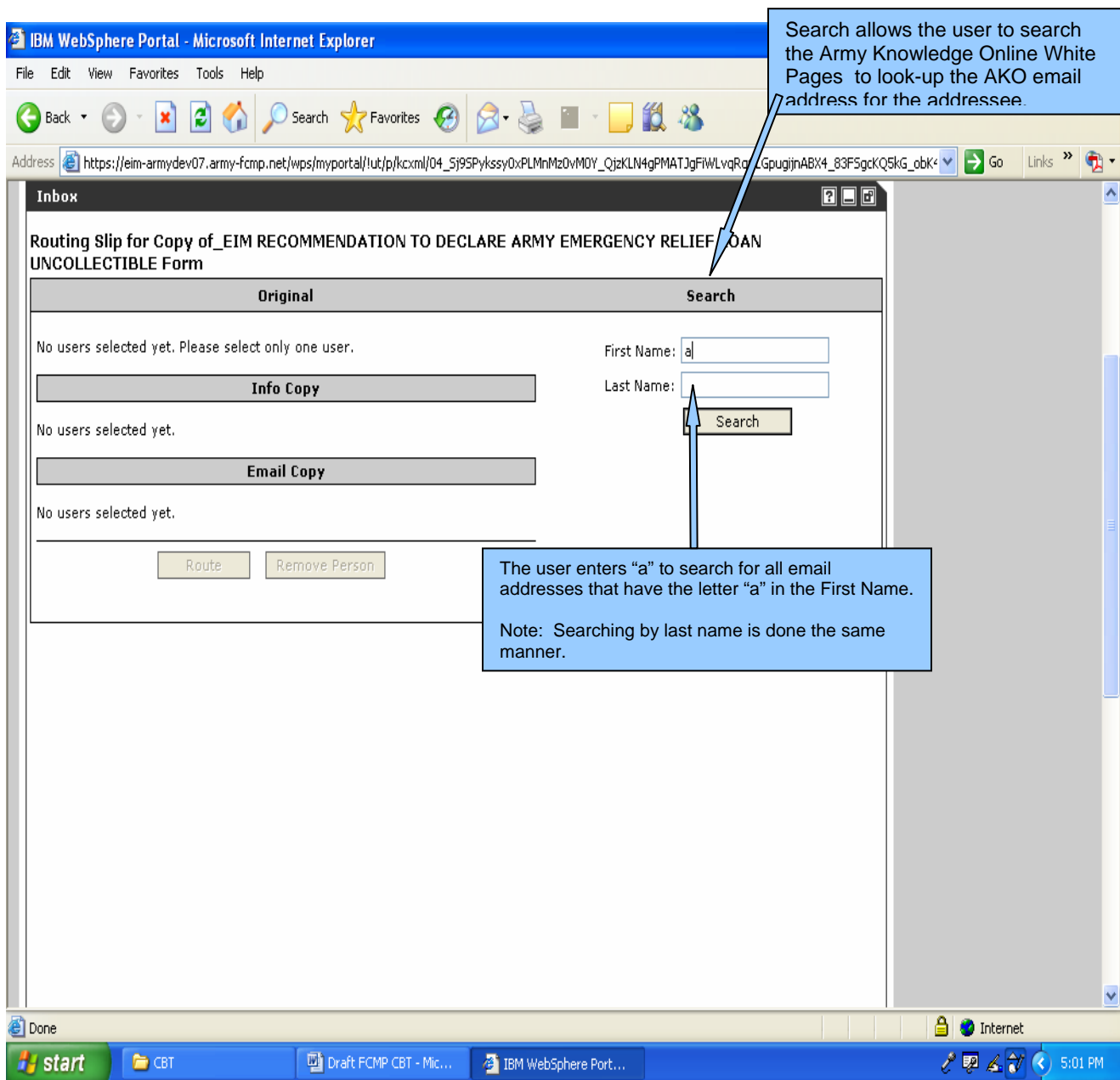


Figure 30 Search by Firstname

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04_Sj95Pykssy0xPLMnMz0vMOY_QjzKLN4gPMATJgFiWLvqRqCLbugijnABX4_83F5gckQ5kG_obK... Go Links

Inbox

Routing Slip for Copy of _EIM RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE Form

Original	Search																																		
No users selected yet. Please select only one user.	<div> <input type="button" value="Original"/> <input type="button" value="Info Copy"/> <input type="button" value="Email Copy"/> <input type="button" value="Search Again"/> </div> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> burrell</td><td>aaron</td></tr> <tr><td><input type="checkbox"/> Cohen</td><td>Sylvia</td></tr> <tr><td><input type="checkbox"/> gams</td><td>kathleen</td></tr> <tr><td><input type="checkbox"/> garrett</td><td>jabari</td></tr> <tr><td><input type="checkbox"/> jaworski</td><td>andreas</td></tr> <tr><td><input type="checkbox"/> Johnson</td><td>William</td></tr> <tr><td><input type="checkbox"/> Johnson</td><td>Linda</td></tr> <tr><td><input type="checkbox"/> Jones</td><td>Carol</td></tr> <tr><td><input type="checkbox"/> Ortiz</td><td>Chelsea</td></tr> <tr><td><input type="checkbox"/> Pham</td><td>Stephanie</td></tr> <tr><td><input type="checkbox"/> Schleigh</td><td>Susan</td></tr> <tr><td><input type="checkbox"/> Sullivan</td><td>Brian</td></tr> <tr><td><input type="checkbox"/> Walton</td><td>Michael</td></tr> <tr><td><input type="checkbox"/> Weeks</td><td>James</td></tr> <tr><td><input type="checkbox"/> Weeks</td><td>James</td></tr> <tr><td><input type="checkbox"/> Weisse</td><td>Martin</td></tr> </tbody> </table>	Last Name	First Name	<input type="checkbox"/> burrell	aaron	<input type="checkbox"/> Cohen	Sylvia	<input type="checkbox"/> gams	kathleen	<input type="checkbox"/> garrett	jabari	<input type="checkbox"/> jaworski	andreas	<input type="checkbox"/> Johnson	William	<input type="checkbox"/> Johnson	Linda	<input type="checkbox"/> Jones	Carol	<input type="checkbox"/> Ortiz	Chelsea	<input type="checkbox"/> Pham	Stephanie	<input type="checkbox"/> Schleigh	Susan	<input type="checkbox"/> Sullivan	Brian	<input type="checkbox"/> Walton	Michael	<input type="checkbox"/> Weeks	James	<input type="checkbox"/> Weeks	James	<input type="checkbox"/> Weisse	Martin
Last Name	First Name																																		
<input type="checkbox"/> burrell	aaron																																		
<input type="checkbox"/> Cohen	Sylvia																																		
<input type="checkbox"/> gams	kathleen																																		
<input type="checkbox"/> garrett	jabari																																		
<input type="checkbox"/> jaworski	andreas																																		
<input type="checkbox"/> Johnson	William																																		
<input type="checkbox"/> Johnson	Linda																																		
<input type="checkbox"/> Jones	Carol																																		
<input type="checkbox"/> Ortiz	Chelsea																																		
<input type="checkbox"/> Pham	Stephanie																																		
<input type="checkbox"/> Schleigh	Susan																																		
<input type="checkbox"/> Sullivan	Brian																																		
<input type="checkbox"/> Walton	Michael																																		
<input type="checkbox"/> Weeks	James																																		
<input type="checkbox"/> Weeks	James																																		
<input type="checkbox"/> Weisse	Martin																																		
<div> <input type="button" value="Info Copy"/> </div> <p>No users selected yet.</p> <div> <input type="button" value="Email Copy"/> </div> <p>No users selected yet.</p> <div> <input type="button" value="Route"/> <input type="button" value="Remove Person"/> </div>																																			

After search results are returned the user has the option to select the type of routing (Original, Info Copy or Email Copy) or search again.

Done

start CBT Draft FCMP CBT - Mic... IBM WebSphere Port...

Internet 5:01 PM

Figure 31 Search Results for Firstname

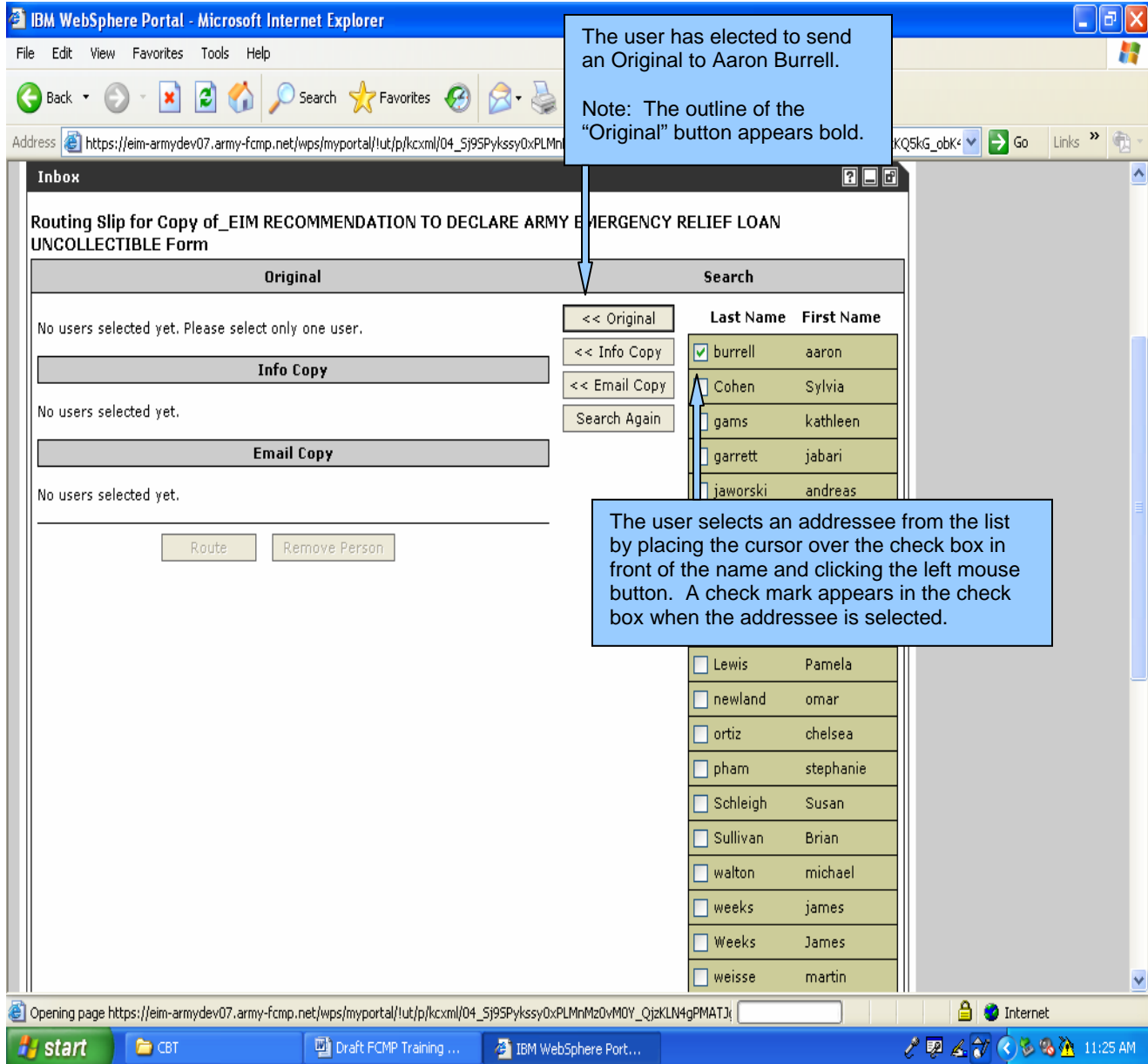


Figure 32 Select Original Addressee

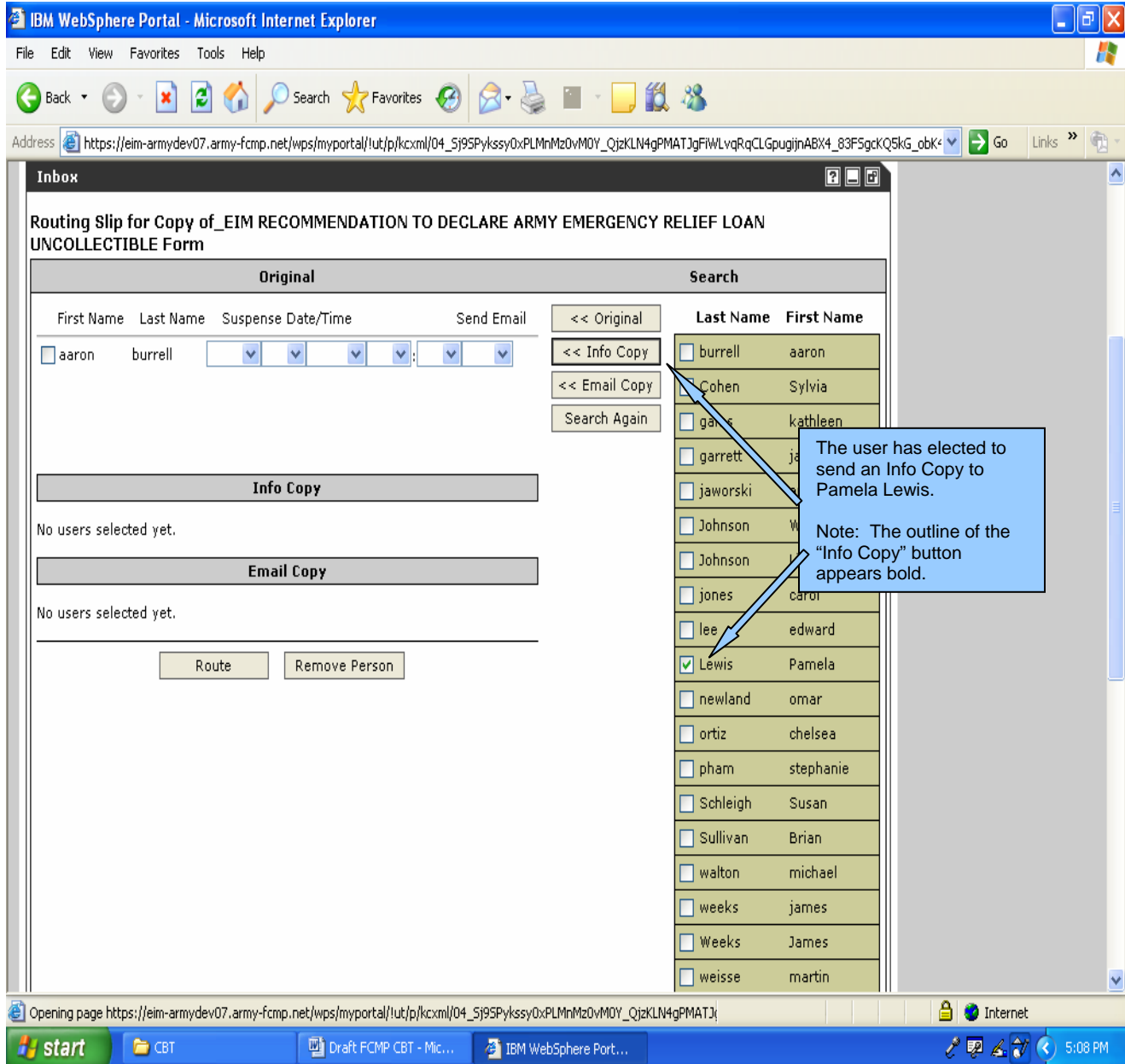


Figure 33 Select Information Copy Addressee

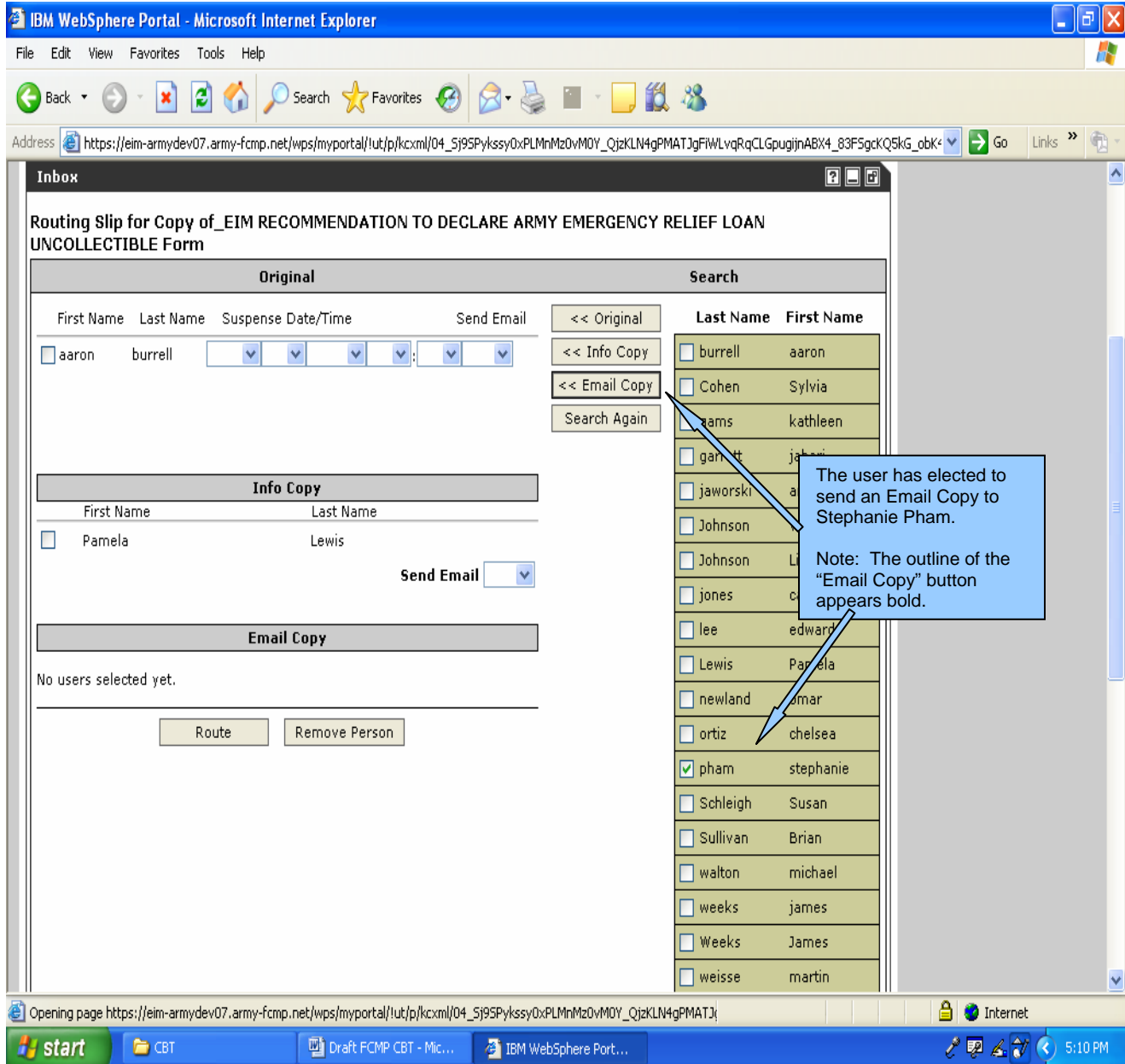


Figure 34 Select Info Email Address

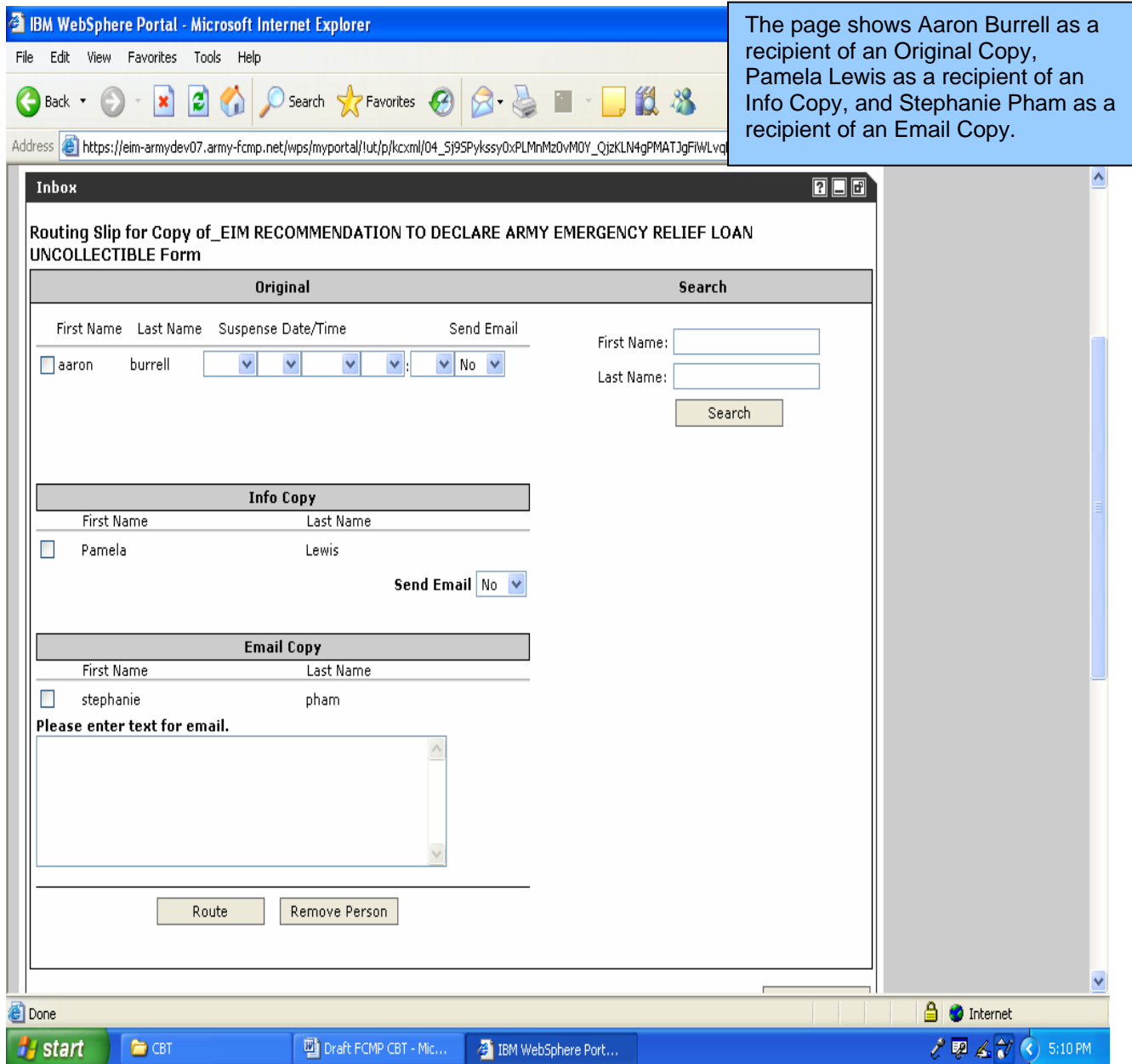


Figure 35 Completed Route Slip

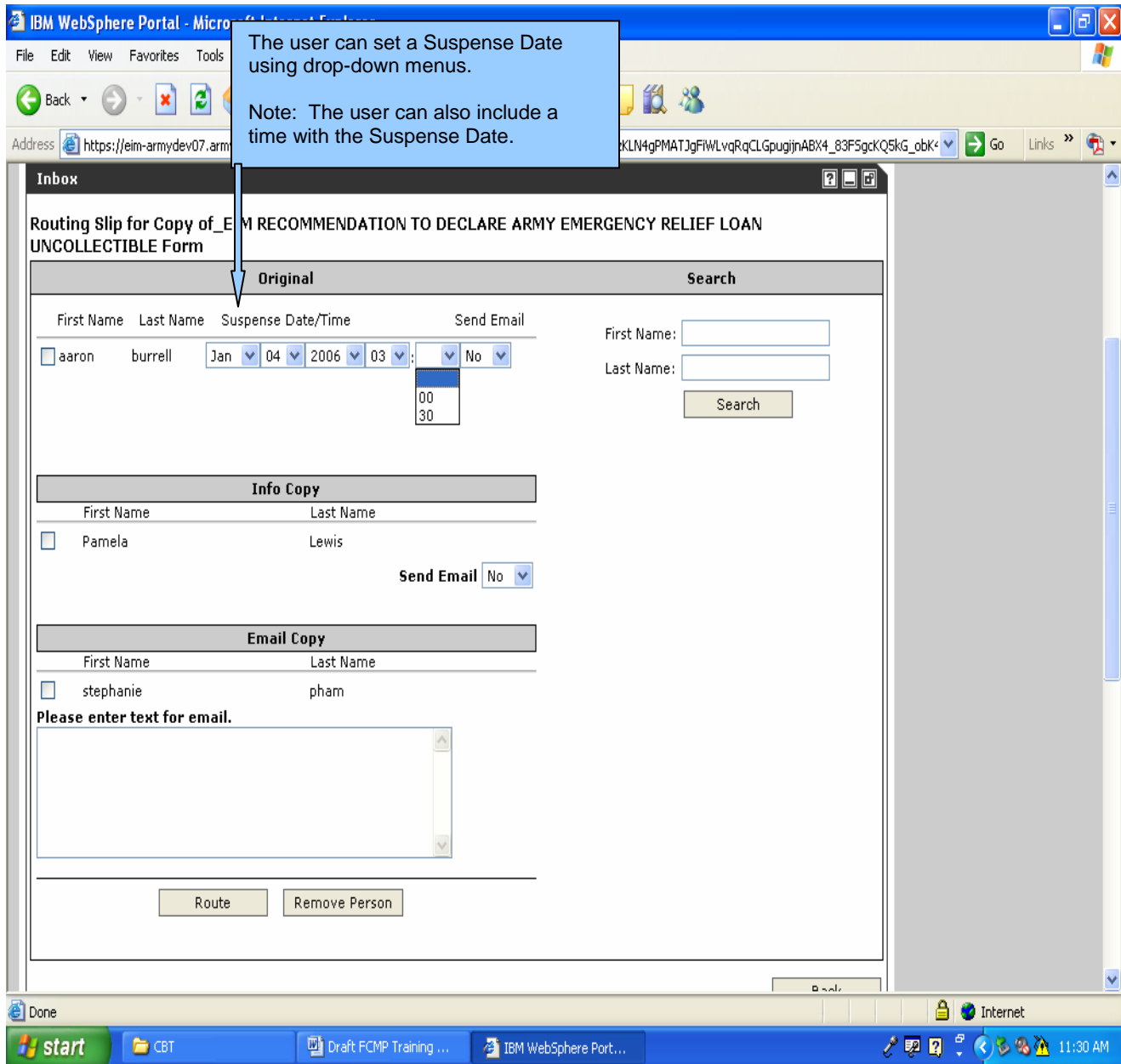


Figure 36 Set a Supsense Date

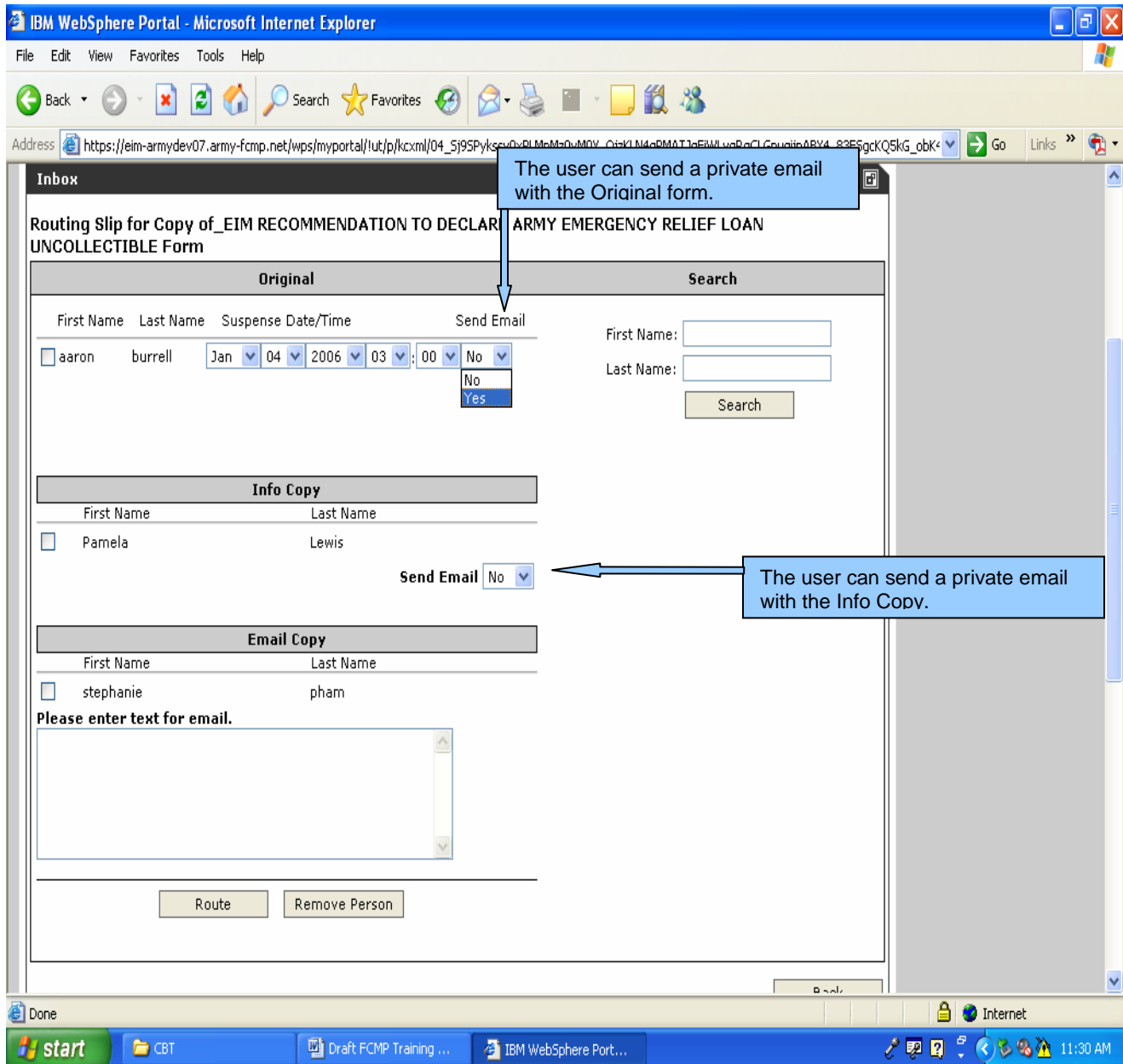


Figure 37 Send Private Email with Form

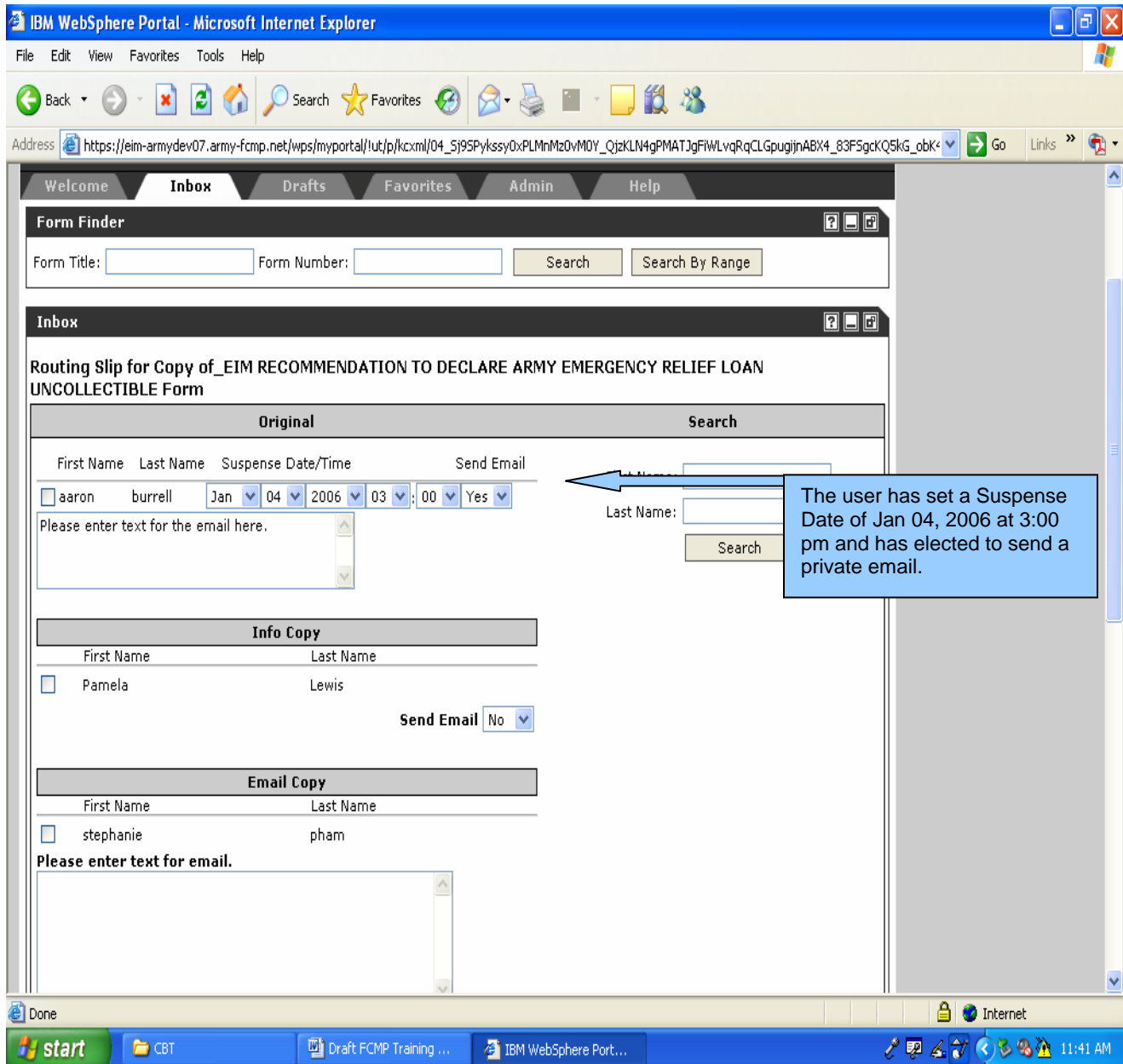


Figure 38 Selected Suspense Date and Email

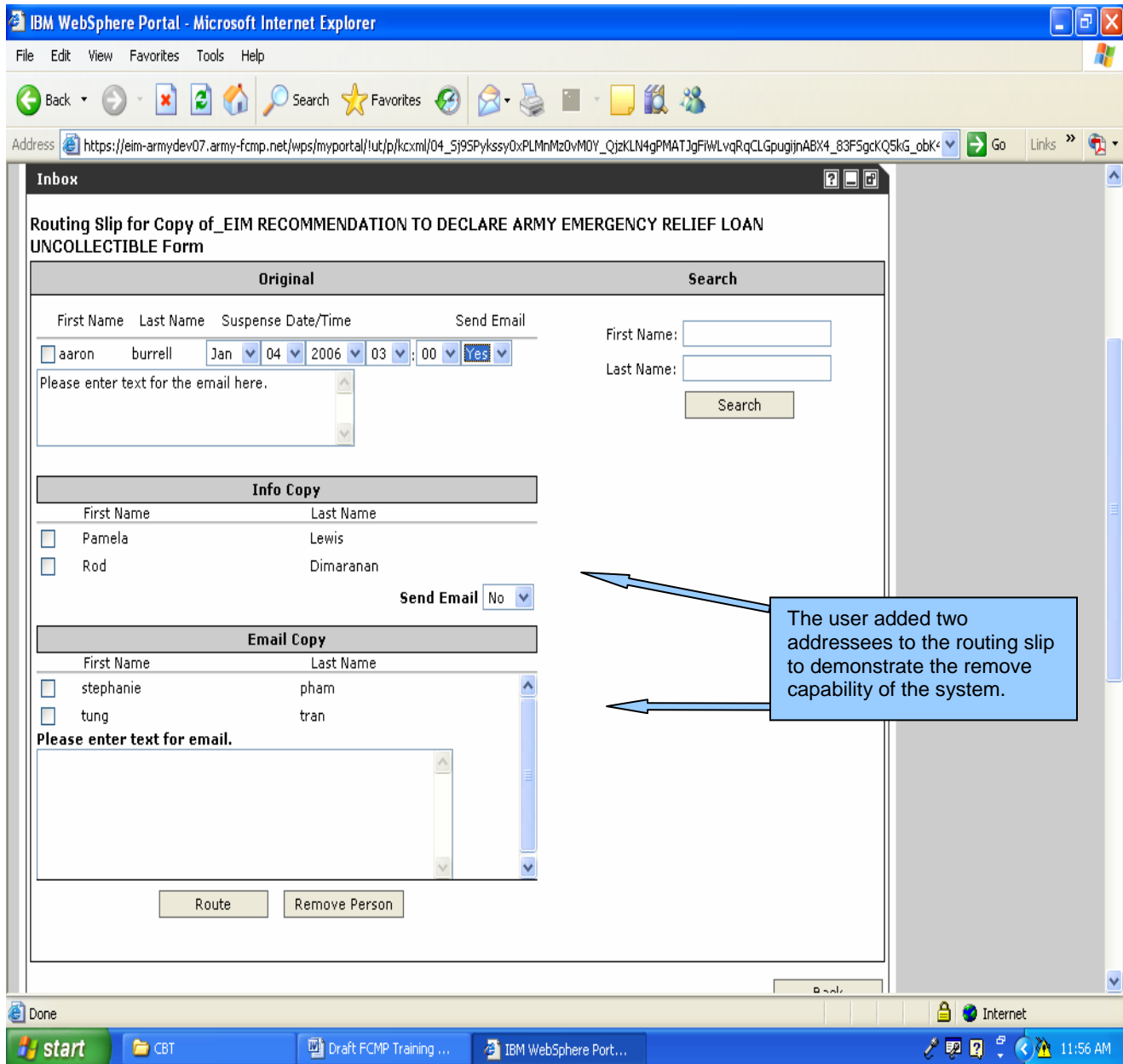


Figure 39 Added Addressees

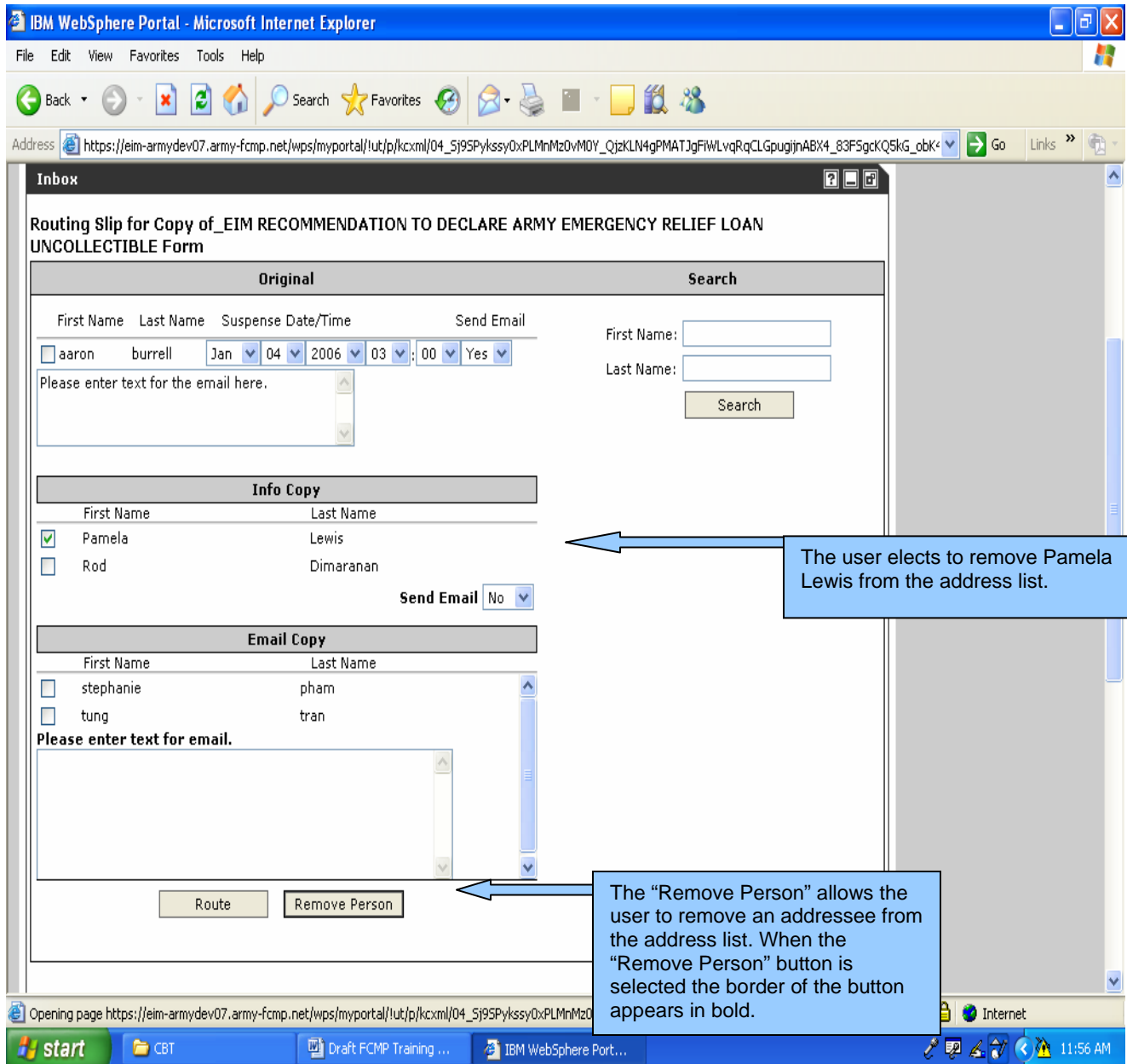


Figure 40 Remove Function

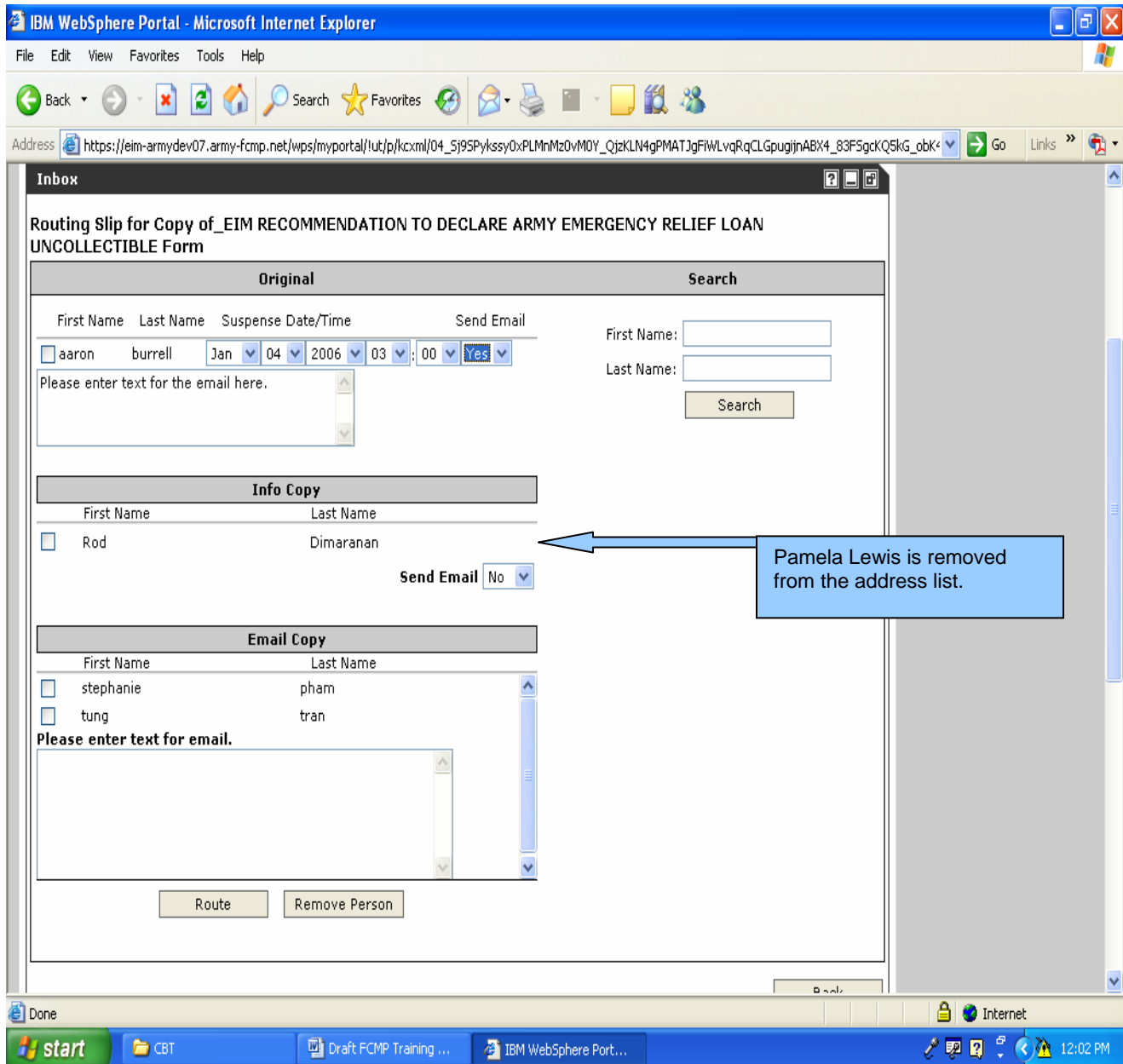


Figure 41 Addressee Removed

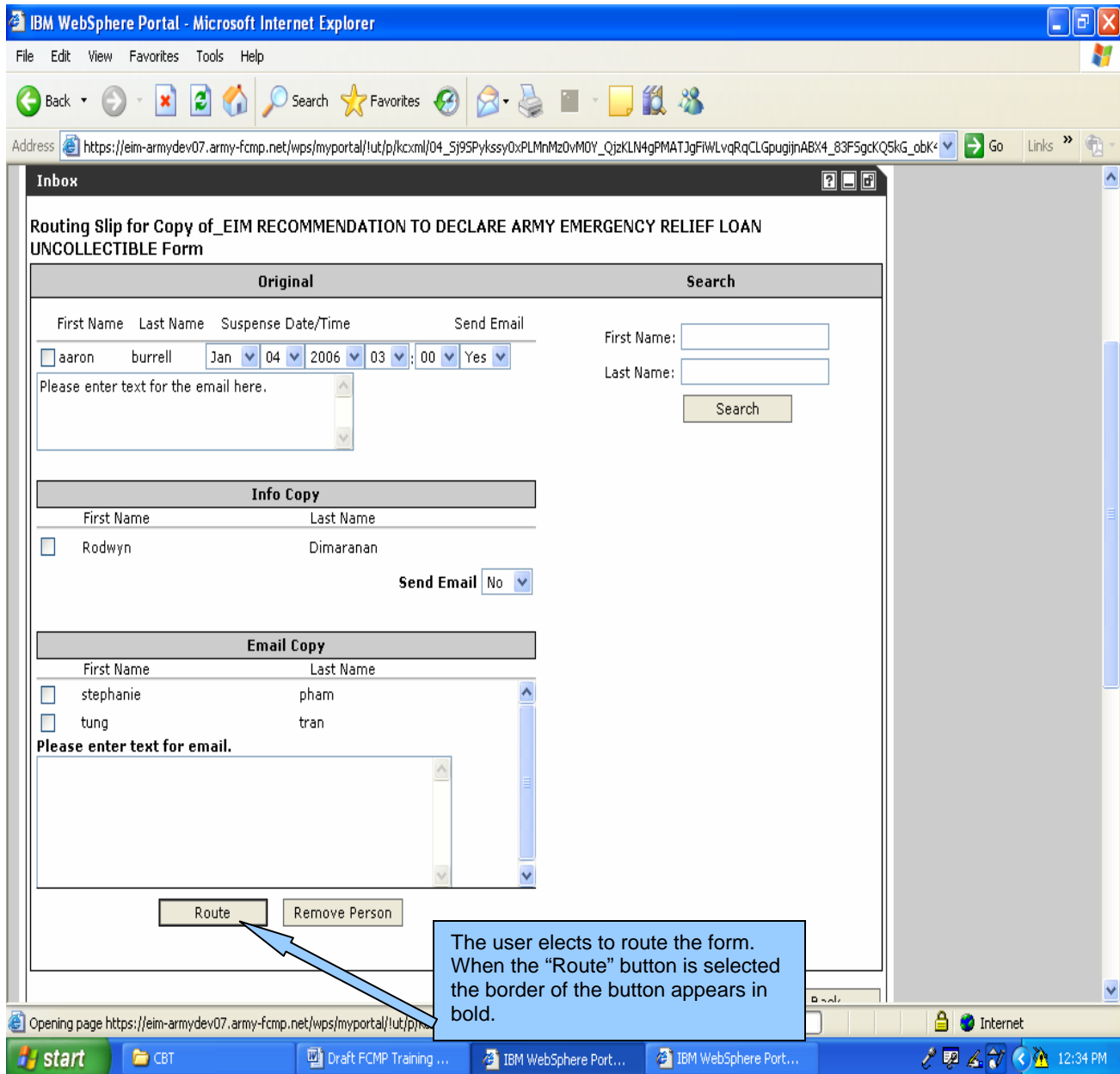


Figure 42 Completed Routing Slip

The form was routed successfully; however, the system did not display a routing confirmation. The system displayed a failed routing confirmation.

Insert screen shot representing successful routing for the routing slip above.

Inbox – Delete Function

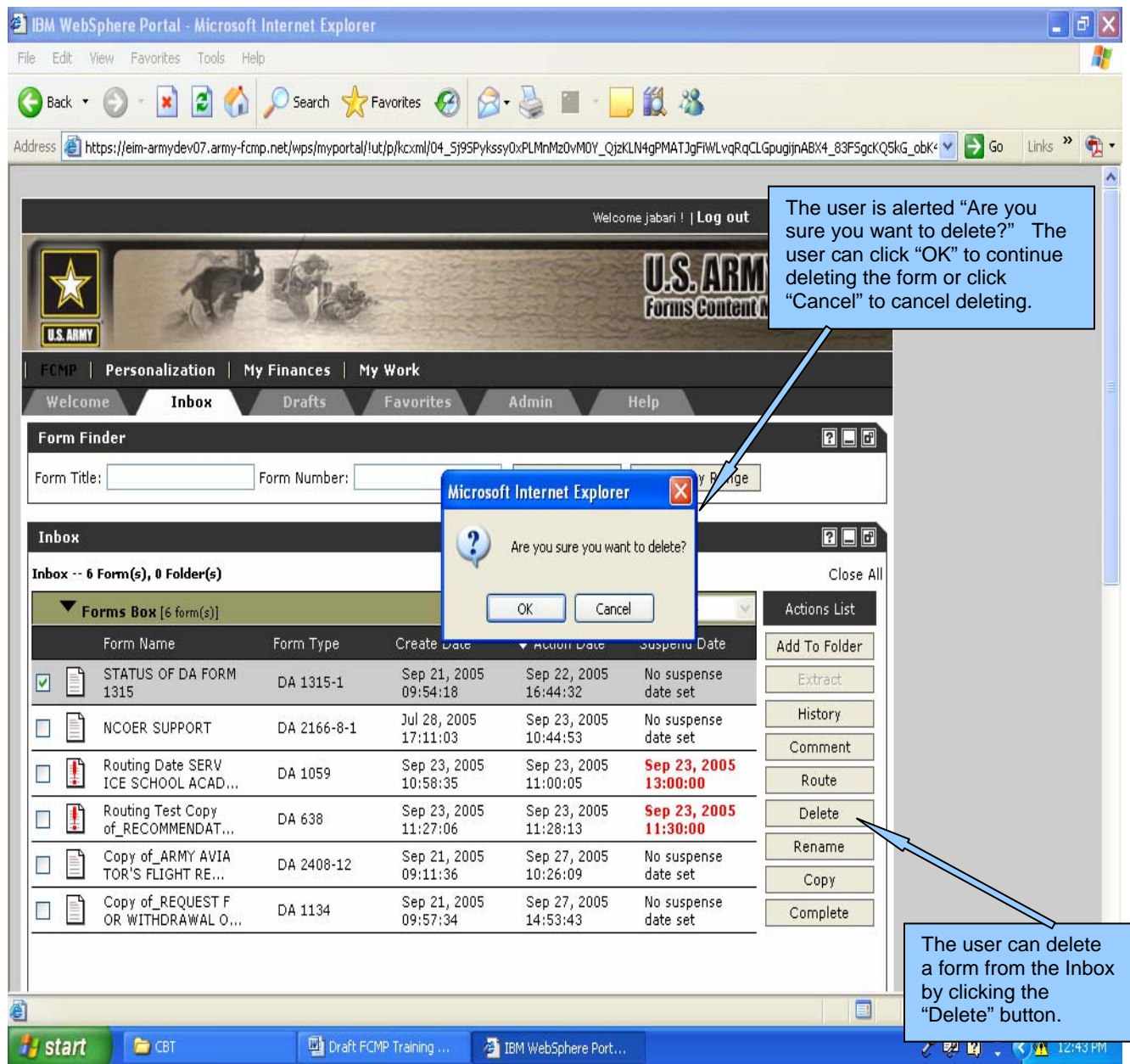


Figure 43 Confirm Deletion

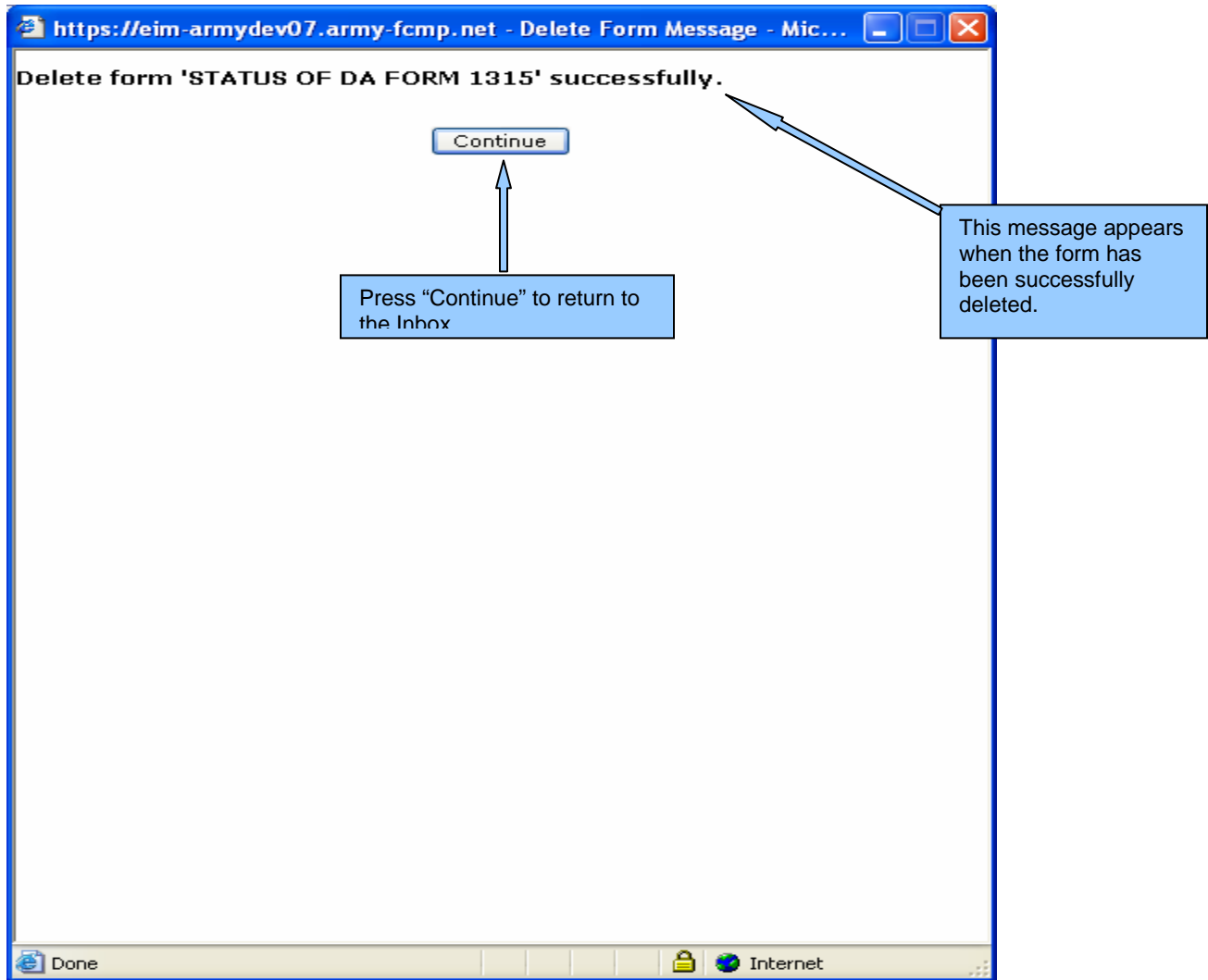


Figure 44 Form Deleted Successfully

Inbox – Rename Function

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKLN4gPMATJgFWLvqRqCLGpugijnABX4_83F5gckQ5kG_obK

Welcome jabari ! | Log out

U.S. ARMY Forms Content Management

FCMP | Personalization | My Finances | My Work

Welcome | **Inbox** | Drafts | Favorites | Admin | Help

Form Finder

Form Title: Form Number: Search Search By Range

Inbox

Inbox -- 5 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Create Date	Action Date	Suspend Date
NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005 17:11:03	Sep 23, 2005 10:44:53	No suspense date set
<input checked="" type="checkbox"/> Routing Date SERVICE SCHOOL ACAD...	DA 1059	Sep 23, 2005 10:58:35	Sep 23, 2005 11:00:05	Sep 23, 2005 13:00:00
<input type="checkbox"/> Routing Test Copy of_RECOMMENDAT...	DA 638	Sep 23, 2005 11:27:06	Sep 23, 2005 11:28:13	Sep 23, 2005 11:30:00
<input type="checkbox"/> Copy of_ARMY AVIA TOR'S FLIGHT RE...	DA 2408-12	Sep 21, 2005 09:11:36	Sep 27, 2005 10:26:09	No suspense date set
<input type="checkbox"/> Copy of_REQUEST F OR WITHDRAWAL O...	DA 1134	Sep 21, 2005 09:57:34	Sep 27, 2005 14:53:43	No suspense date set

Actions List

- Add To Folder
- Extract
- History
- Comment
- Route
- Delete
- Rename**
- Copy
- Complete

The user has elected to rename the selected form.

The user can rename a form by clicking the "Rename" button.

Note: The border of the "Rename" button appears hold when it is selected

Figure 45 Rename Function

Check system; capture screenshot that appears before this screenshot.

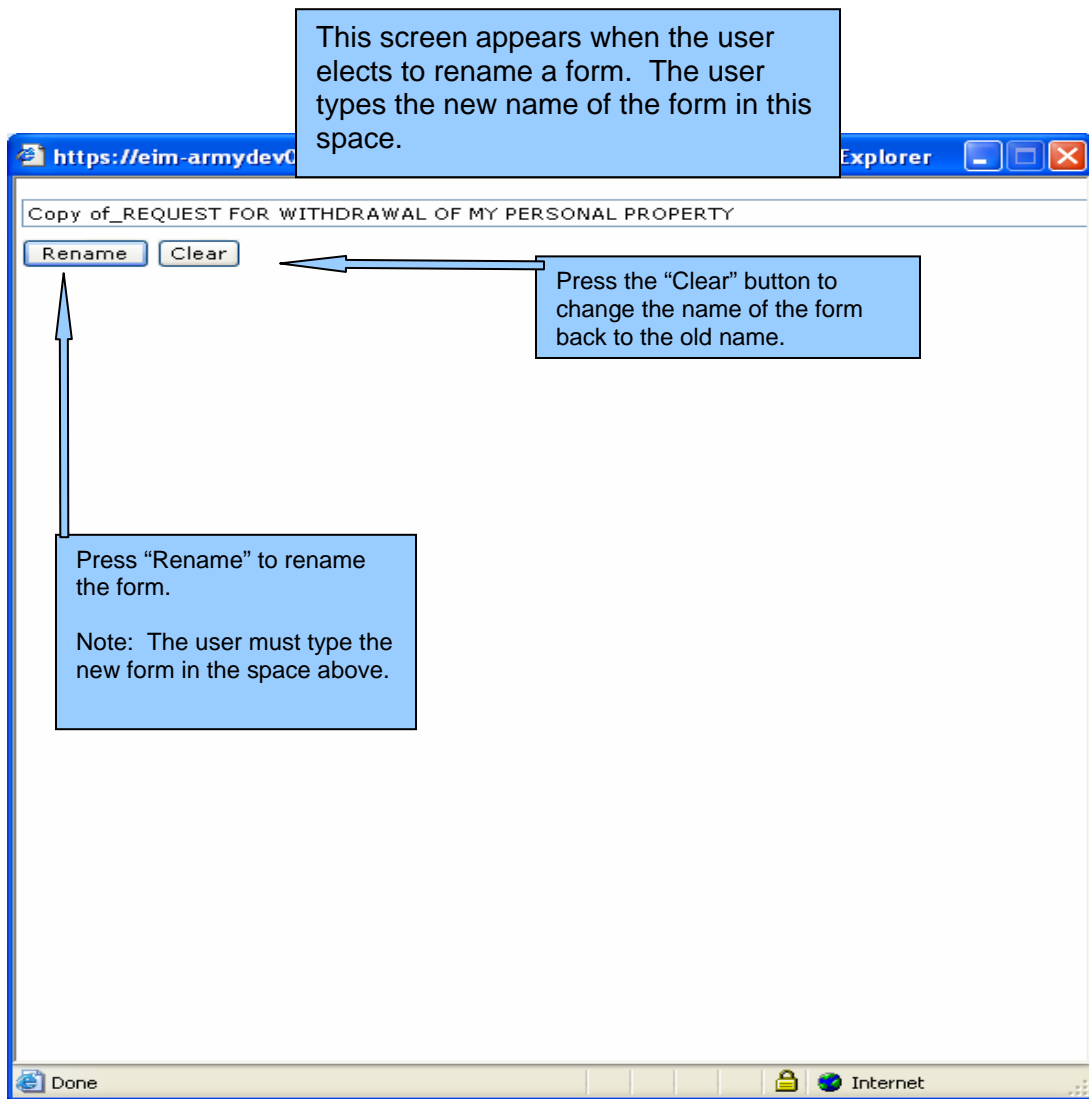


Figure 46 Rename Form

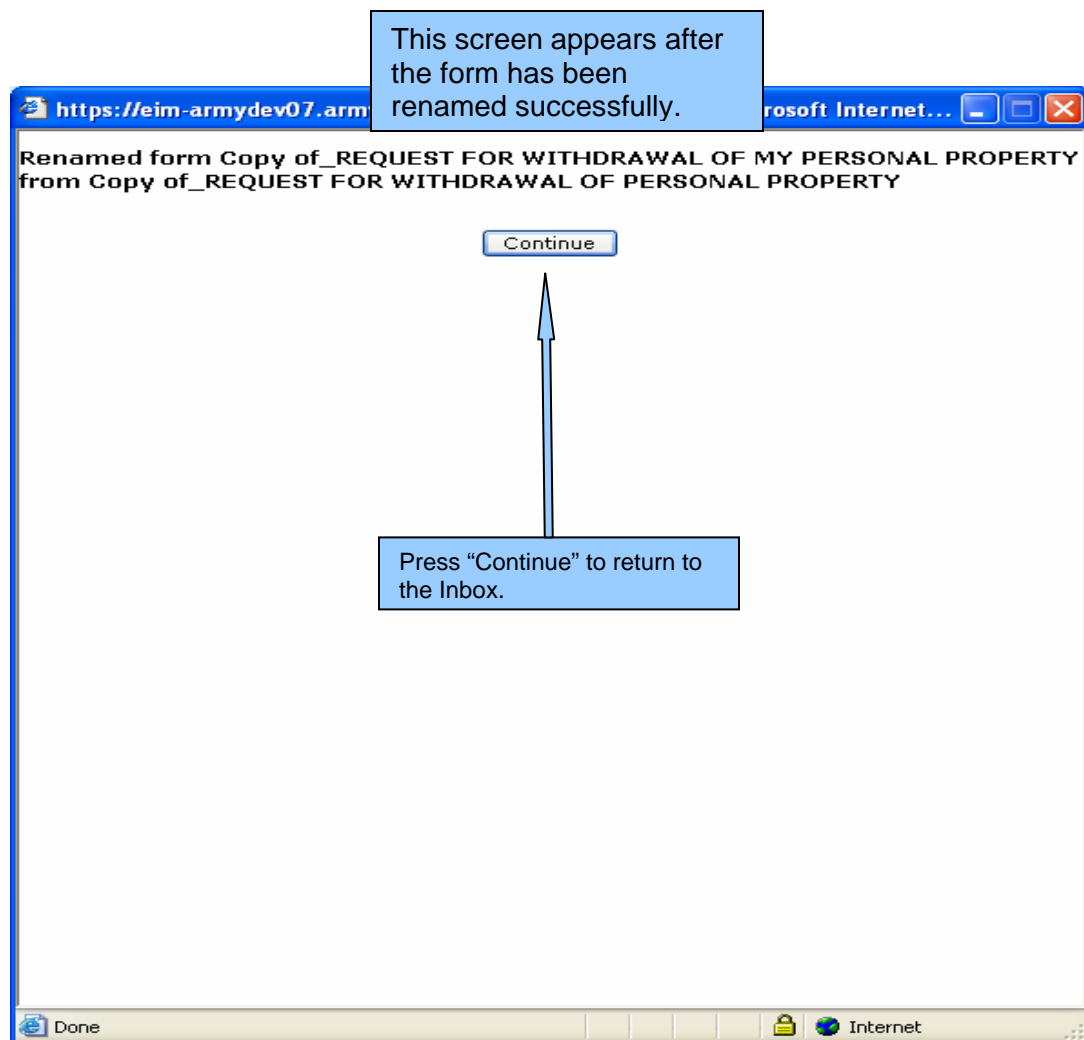


Figure 47 Form Renamed Successfully

Inbox - Copy Function

The screenshot shows the IBM WebSphere Portal interface. The 'Drafts' tab is active, displaying a table of forms. The 'STATUS OF DA FORM 1315' form is selected, indicated by a checkmark in the first column. The 'Actions List' on the right includes a 'Copy' button, which is highlighted with a blue border. Two callout boxes provide additional information: one points to the selected form, and the other points to the 'Copy' button.

Form Finder

Form Title: Form Number: Search Search By Range

Drafts

Forms Folders

Drafts -- 14 Form(s), 1 Folder(s) --Select--

Form Name	Form Type	Create Date
<input type="checkbox"/> NCOER EVALUATION REPORT	DA 2166-8	Oct 12, 2005 12:45:07
<input type="checkbox"/> OFFICER EVALUATION REPORT	DA 67-9	Oct 12, 2005 12:48:09
<input type="checkbox"/> My Laundry List	DA 1974	Oct 12, 2005 12:40:58
<input type="checkbox"/> Copy of_Copy of_STATUS OF DA FORM 1315	DA 1315-1	Oct 12, 2005 16:31:50
<input type="checkbox"/> Copy of_Request for I/TI	DA 3161	Oct 13, 2005 07:49:28
<input checked="" type="checkbox"/> STATUS OF DA FORM 1315	DA 1315-1	Oct 13, 2005 10:38:59
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	Oct 14, 2005 09:51:27
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	Oct 14, 2005 10:03:02
<input type="checkbox"/> NCOER_Created_From_NCOER EVALUATION SUPPORT FORM	DA 2166-8	Oct 14, 2005 09:59:41

Actions List

- Create Folder
- Upload Form
- Add To Folder
- Extract
- Comment
- Route
- Delete
- Rename
- Copy

Tracking

The user has elected to copy the selected form.

The user can copy a form by clicking the "Copy" button.

Note: The border of the "Copy" button appears bold when it is selected

Figure 48 Copy Function

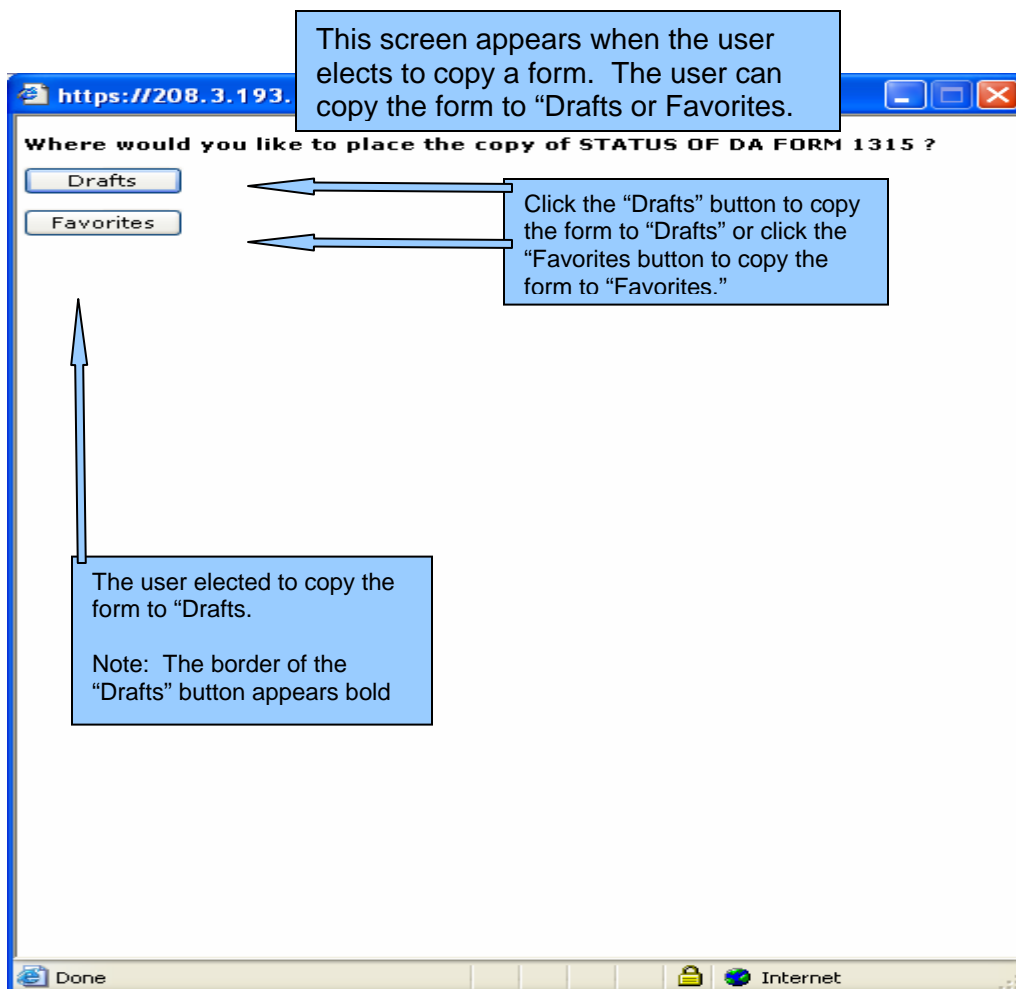


Figure 49 Copy Form

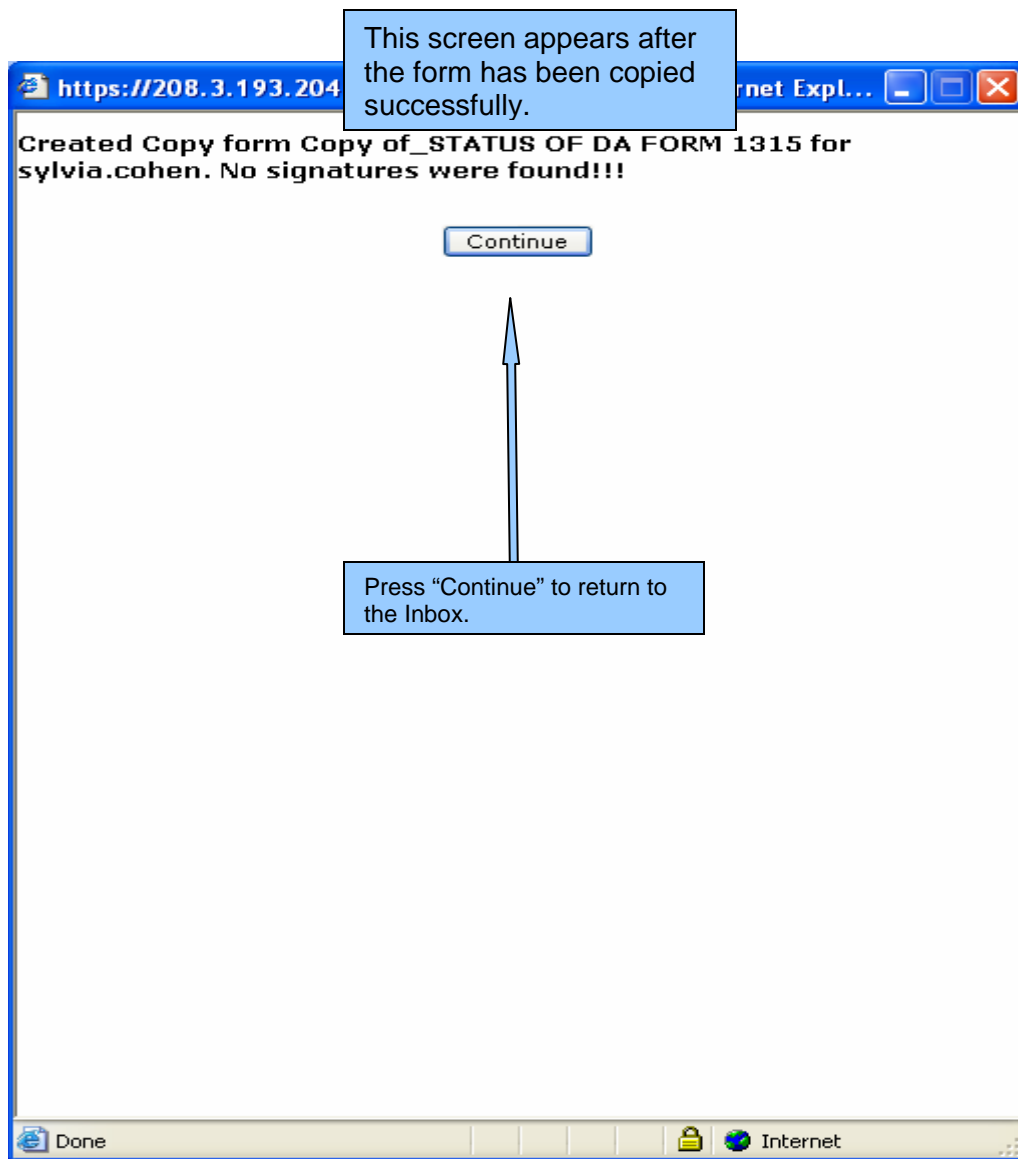


Figure 50 Form Copied Successfully

Inbox- Process Complete Function

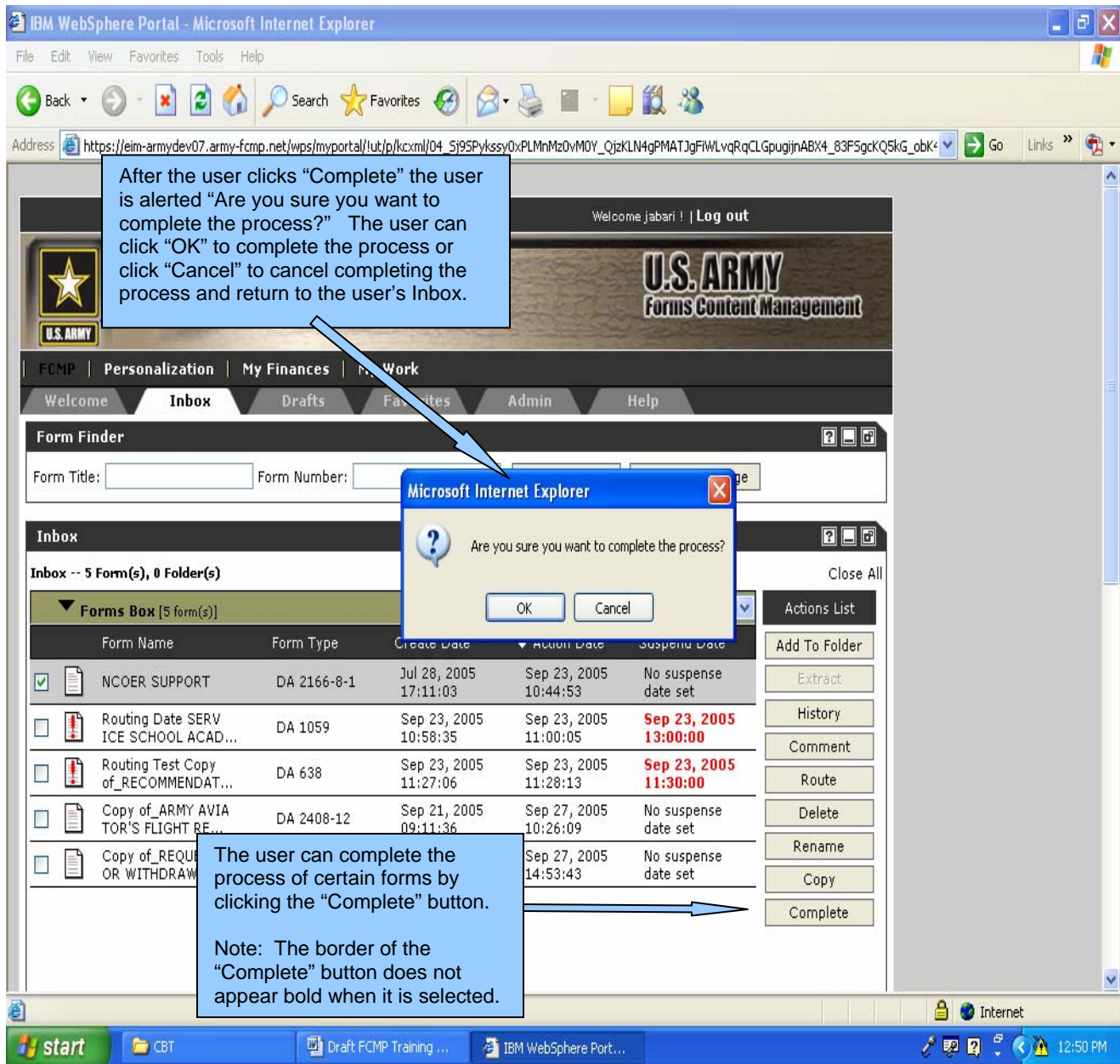


Figure 51 Process Complete Function

Note: All forms do not have a process complete function. The process complete is operational with a selected group of forms.

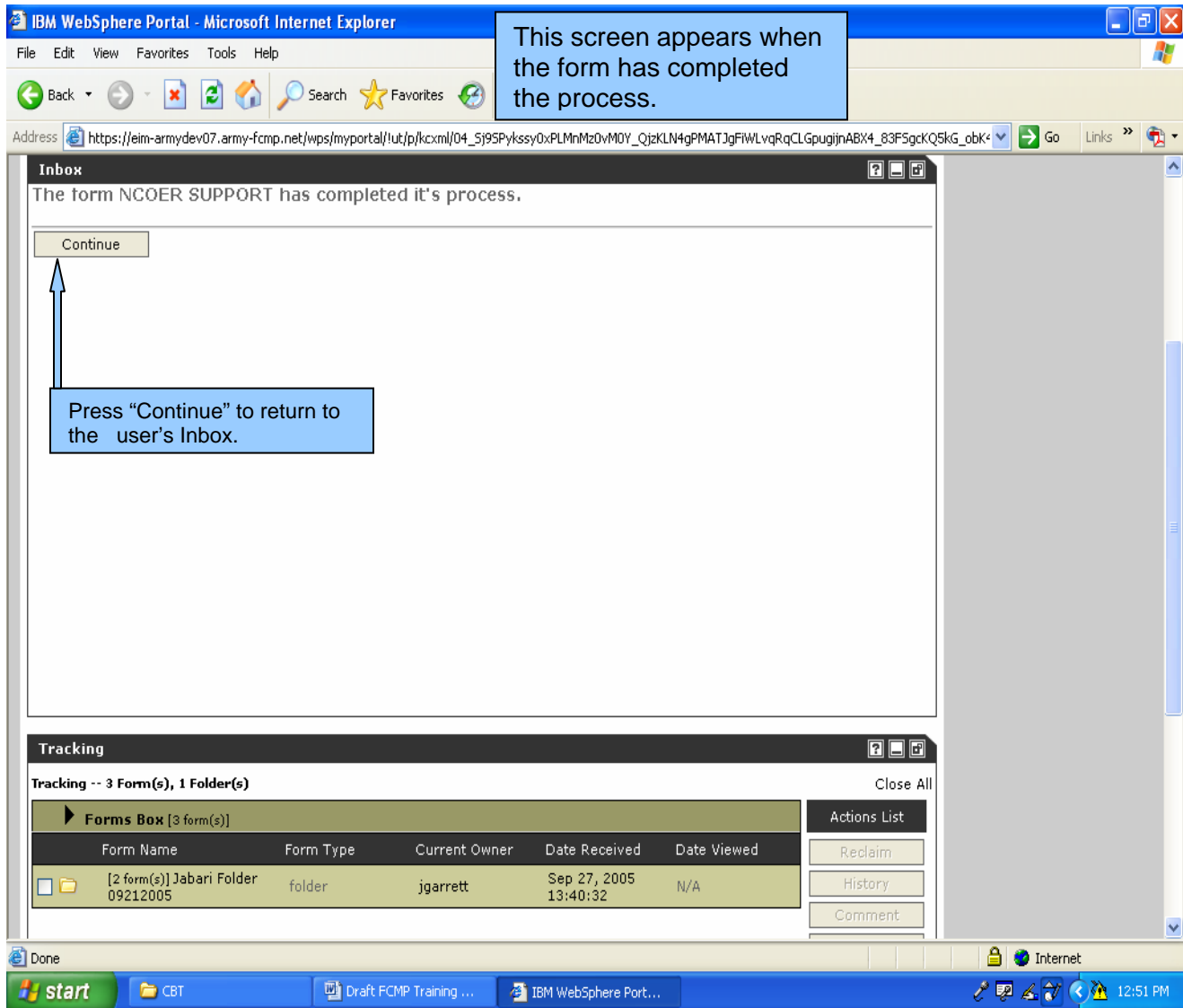


Figure 52 Process Completed Successfully

Inbox - Tracking

The Tracking window located in Drafts is also set up like this window.

The tracking page allows the user to view all changes that are made to the forms and folders they have accessed.

The "Current Owner" of a form or folder is the user that currently has the form or folder.

The "Date Received" is the date the current owner received the form or folder.

The Date Viewed is the date the current owner viewed the form or folder.

Tracking -- 3 Form(s), 1 Folder(s)

Form Name	Form Type	Current Owner	Date Received	Date Viewed
REQUEST FOR WITHDRAWAL OF PERSONA...	DA 1134	spham	Sep 21, 2005 10:21:11	Sep 21, 2005 17:19:15
Copy of EIM RECOMMENDATION TO DEC...	DA 1106	aburrell	Sep 29, 2005 12:34:17	Sep 27, 2005 16:41:22
NCOER SUPPORT	DA 2166-8-1	jgarrett	Sep 29, 2005 12:50:38	Sep 22, 2005 14:31:43
[2 form(s)] Jabari Folder 09212005	folder	jgarrett	Sep 27, 2005 13:40:32	N/A

Actions List: Reclaim, History, Comment, Delete

Figure 53 Tracking Window

Inbox – Reclaim Function

The user can reclaim a form by clicking the "Reclaim" button.

Note: The routed form can only be reclaimed if the has not been opened (viewed).

The user has elected to reclaim the selected form

The user can reclaim a form by clicking the "Reclaim" button.

Note: The border of the "Reclaim" button appears hold when it is selected

Form Name	Form Type	Current Owner	Date Received	Date Viewed
Copy of _RECOMMENDATION TO DECLARE...	DA 1106	sylvia.cohen	Oct 20, 2005 10:17:06	Oct 20, 2005 14:12:21
Copy of _STATUS OF DA FORM 1315	DA 1315-1	sylvia.cohen	Oct 20, 2005 14:20:32	Not yet viewed.
SERVICE SCHOOL ACADEMIC EVALUATION...	DA 1059	aburrell	Oct 20, 2005 14:26:15	Not yet viewed.
Copy of _STATUS OF DA FORM 1315	DA 1315-1	sylvia.cohen	Oct 12, 2005 15:58:39	Oct 13, 2005 12:21:07

Figure 54 Reclaim Form

Capture a screenshot of a successful Reclaim.

Drafts Tab

Drafts Page Overview

Most functions and page layout on the Drafts and Tracking page are the same as the functions and layout on the Inbox page. Those functions and page layout that are different will be explained in the Drafts section of this User's Guide.

Click this tab to access the user's Drafts. The Drafts shows all forms, folders, and folder content that the user created.

Click this button to create a folder in the user's Drafts.

Click this button to upload a form from the desktop, data storage, etc.

Form Name	Form Type	Create Date
Copy of_STATUS OF DA FORM 131 5	DA 1315-1	Sep 21, 2005 09:57:13
[1 form(s)] Jabari Folder 09232005	folder	N/A
[0 form(s)] Evaluations	folder	N/A

Figure 55 Drafts Page Overview

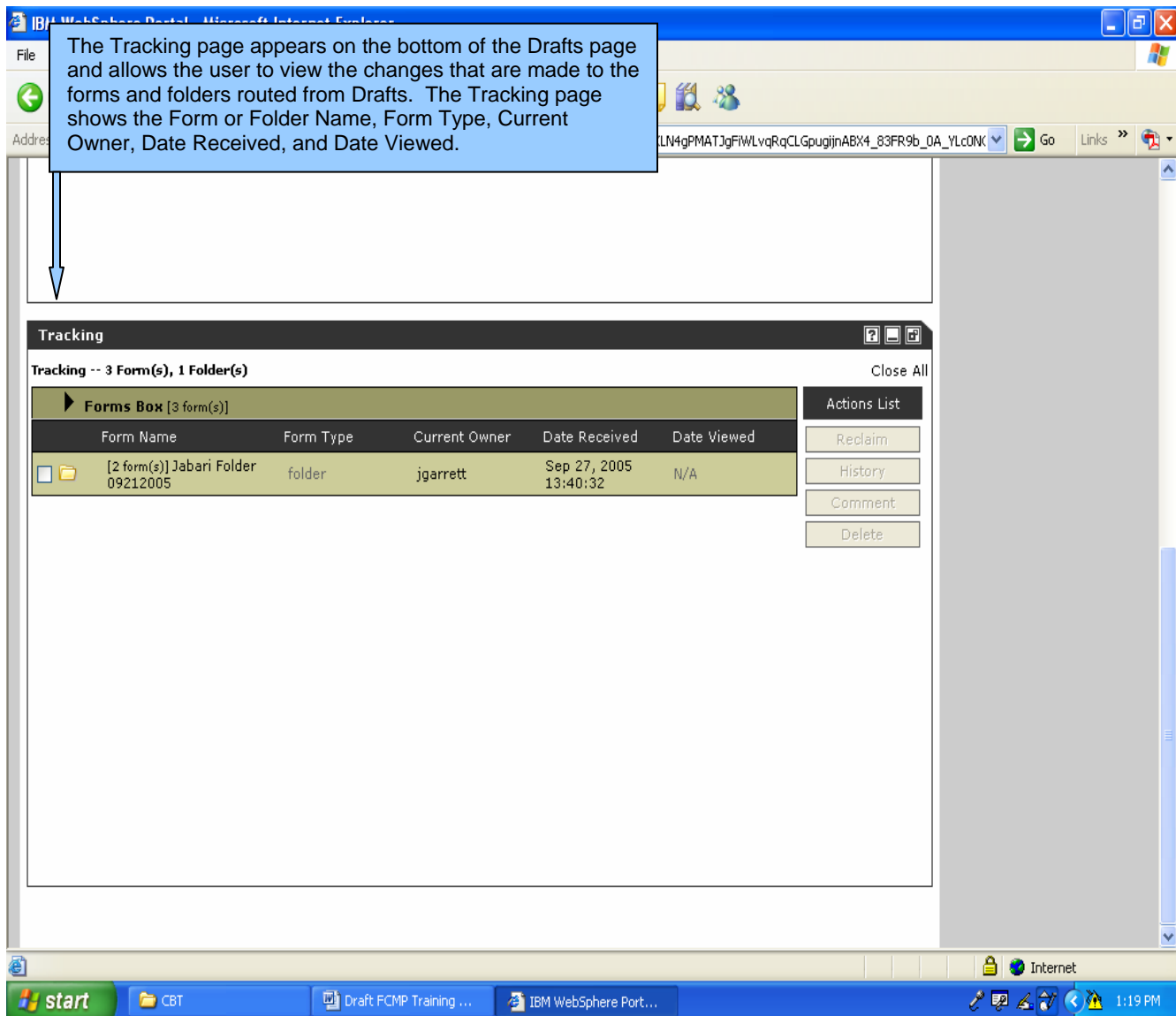


Figure 56 Drafts Page Overview Continued

Drafts Page – Create Folder Function

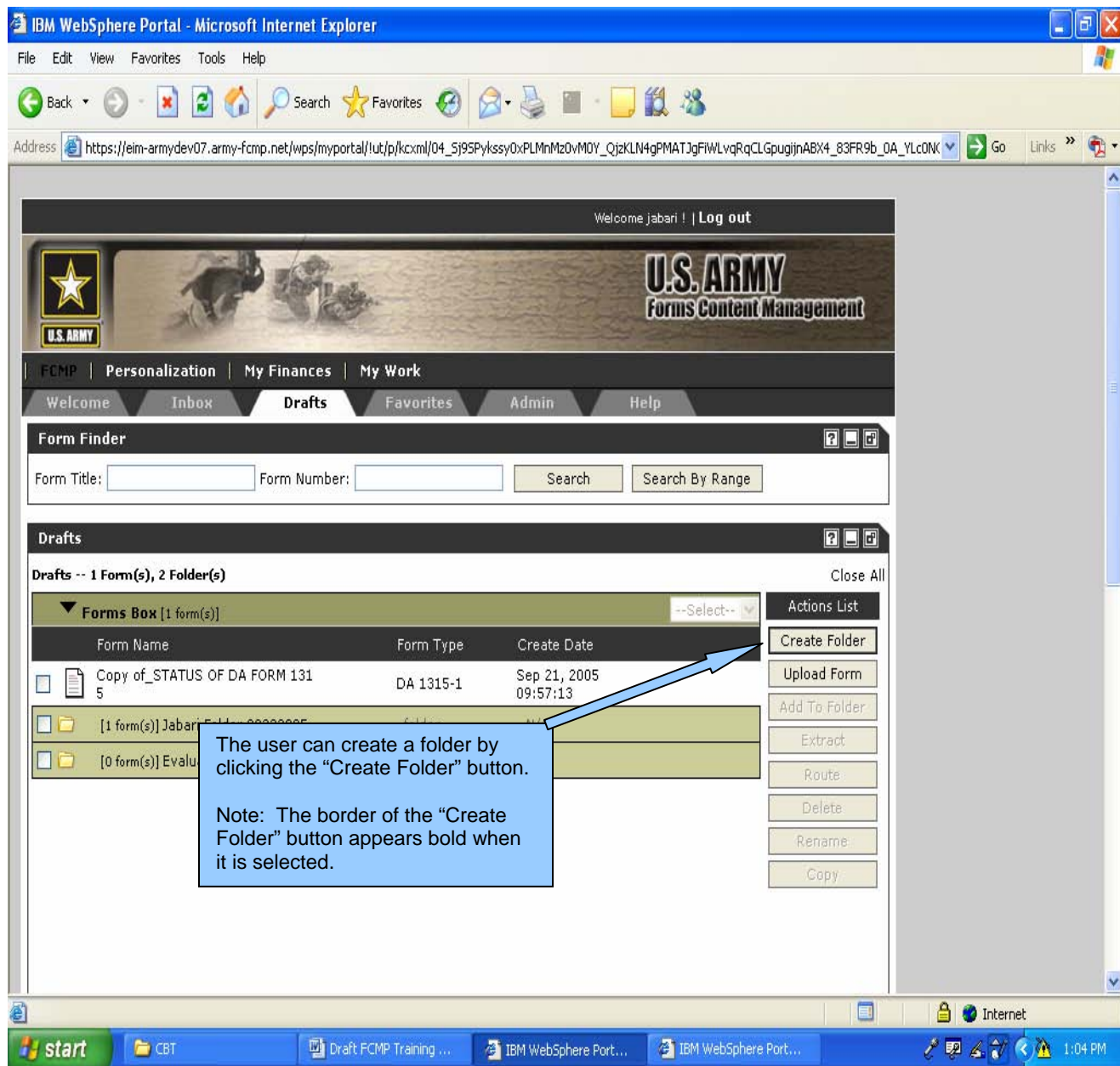


Figure 57 Create Folder Function

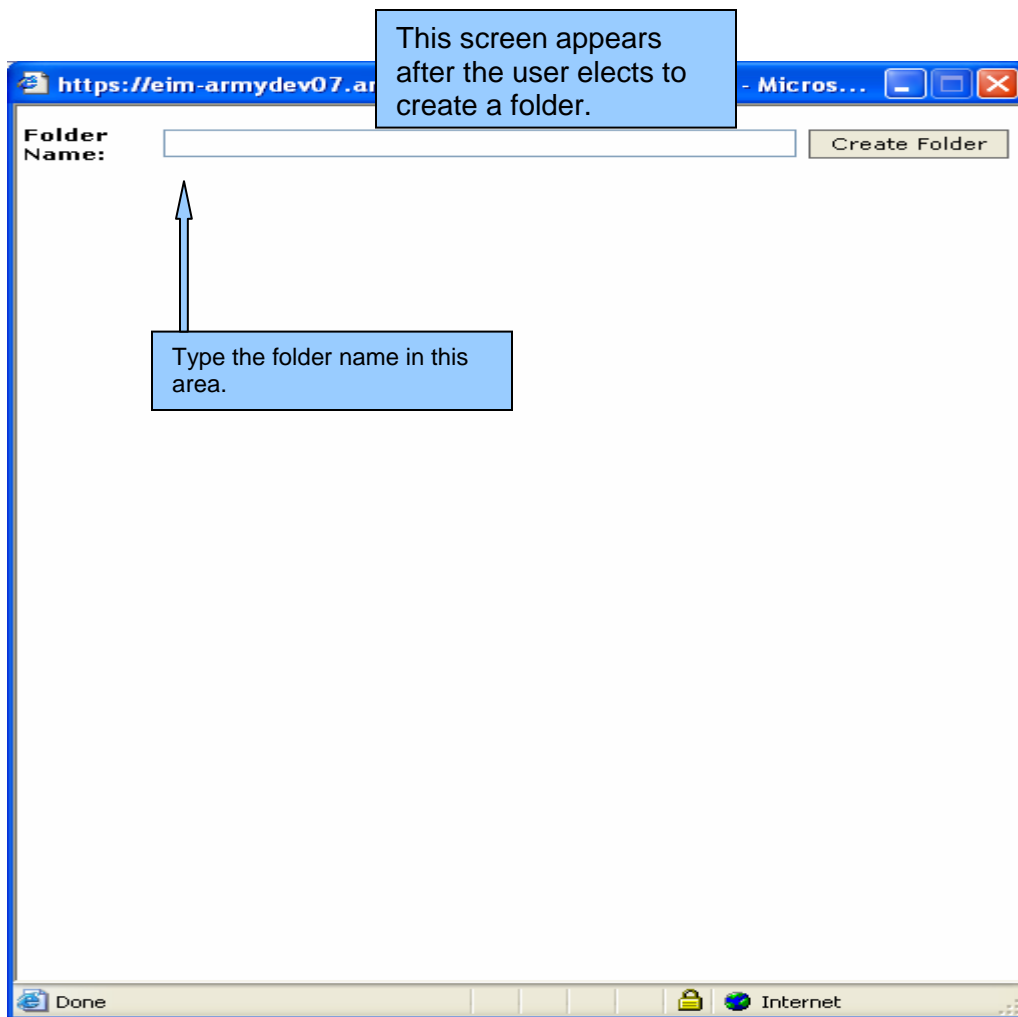


Figure 58 Name the Folder

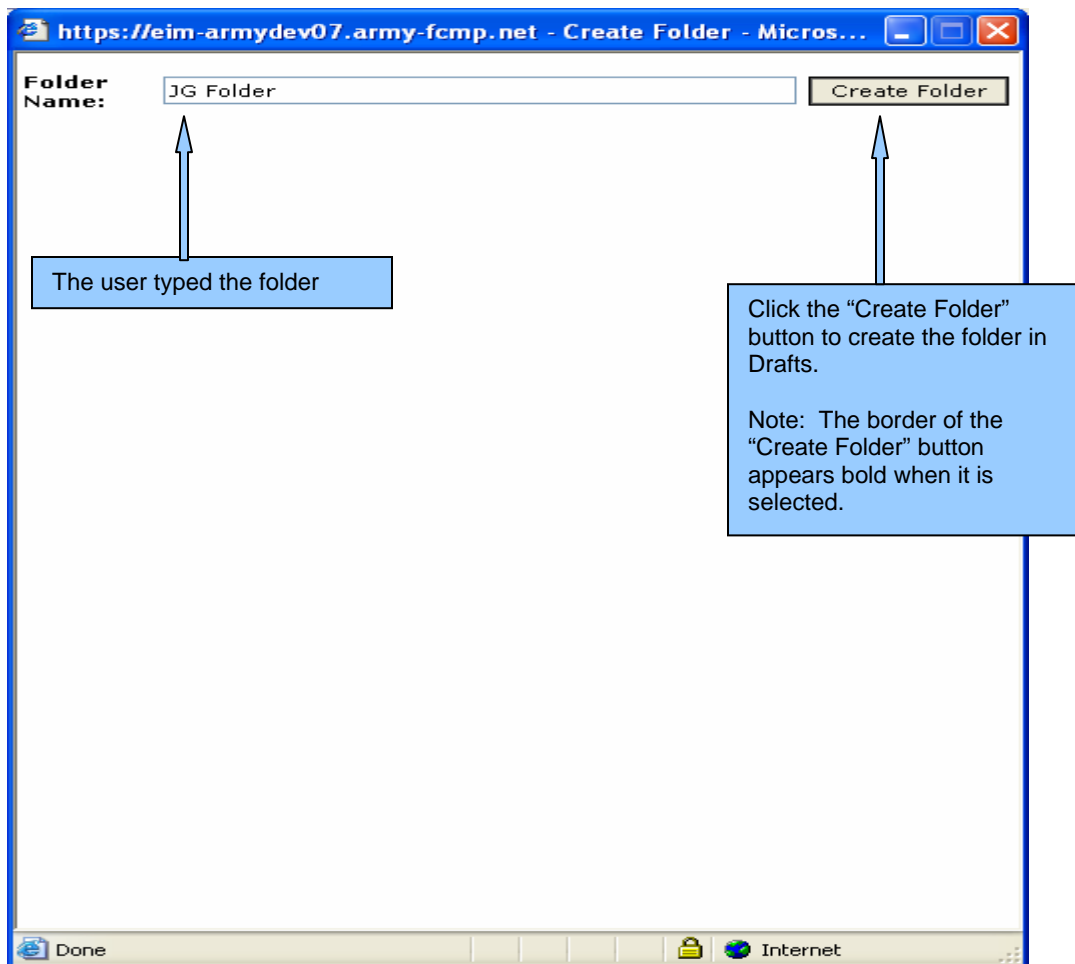


Figure 59 Create Folder and Save to Drafts

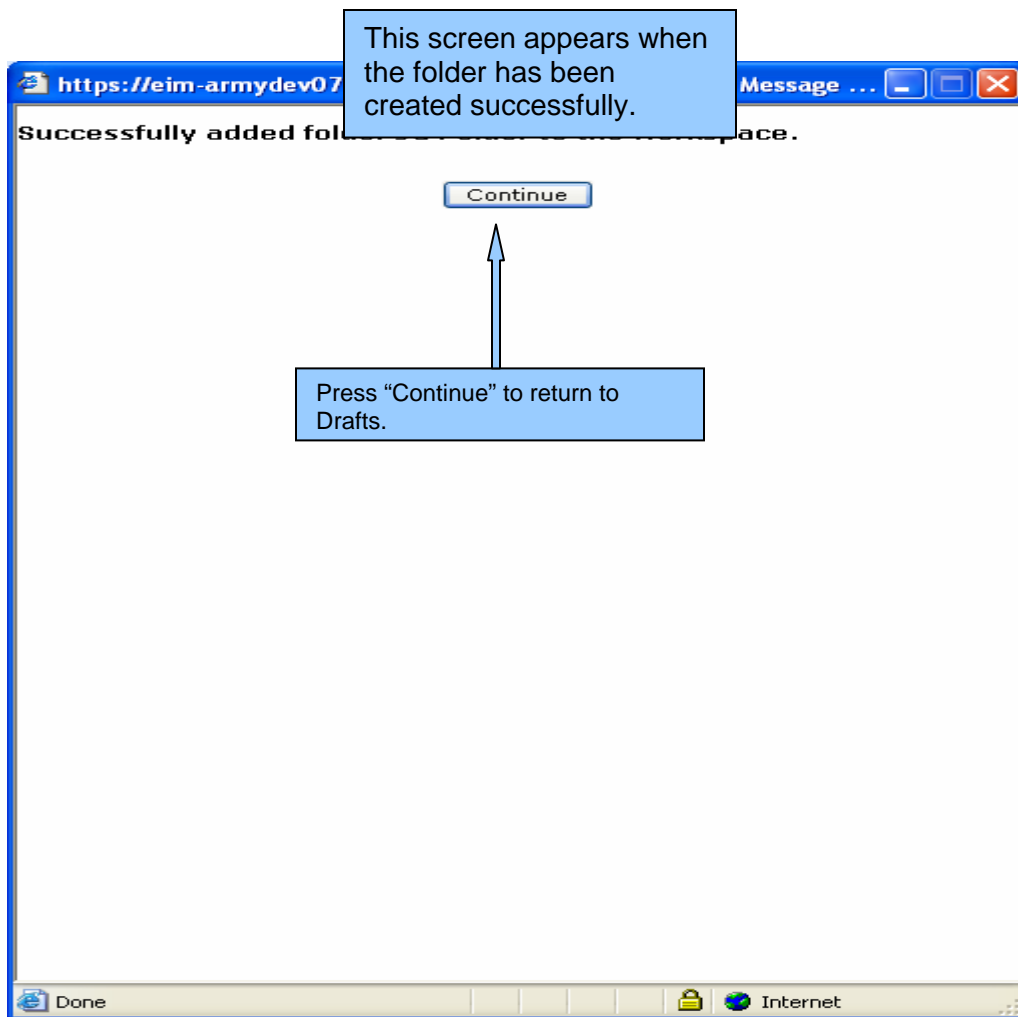


Figure 60 Folder Created Successfully

Drafts – Extract Form

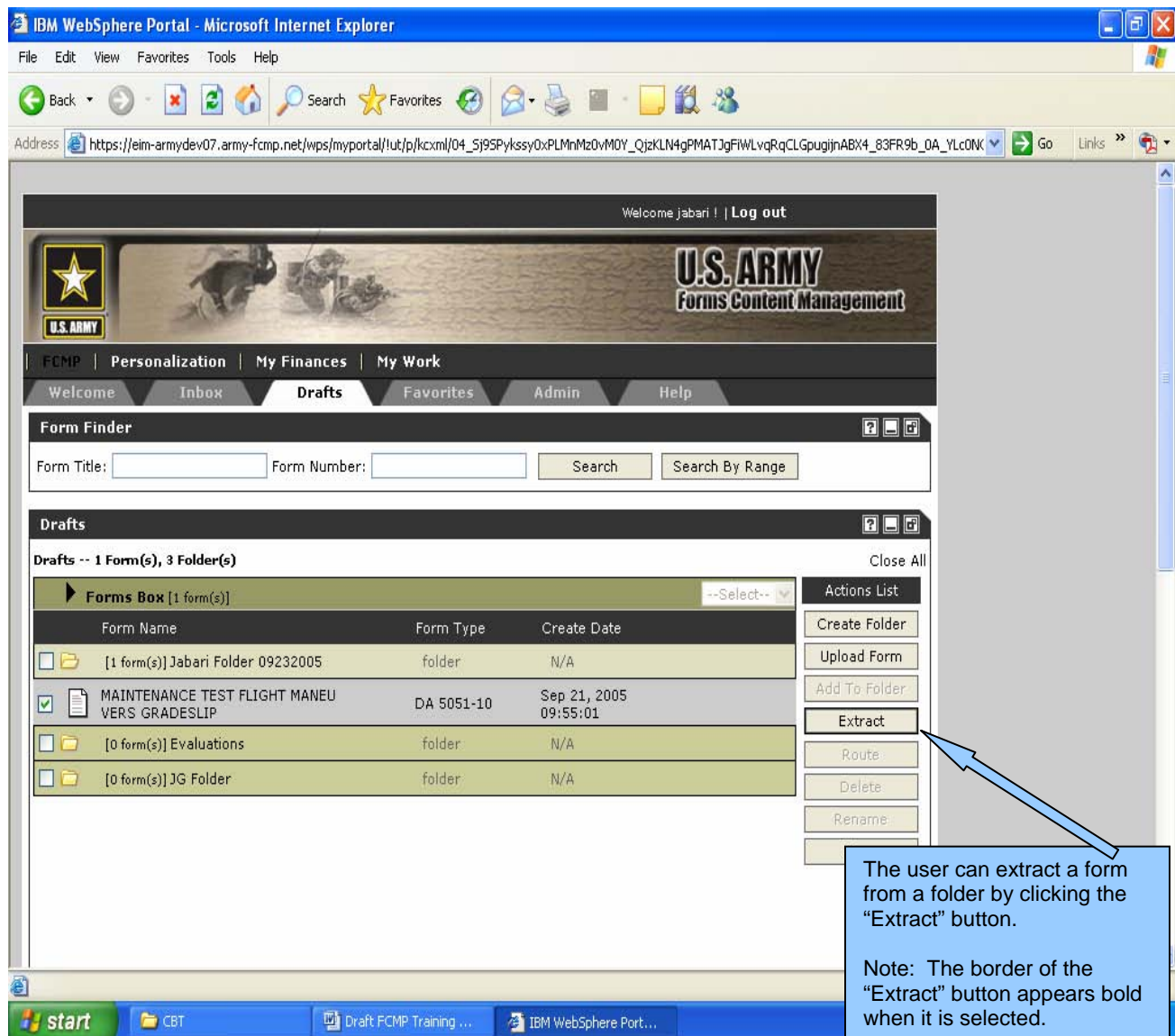


Figure 61 Extract Form Function

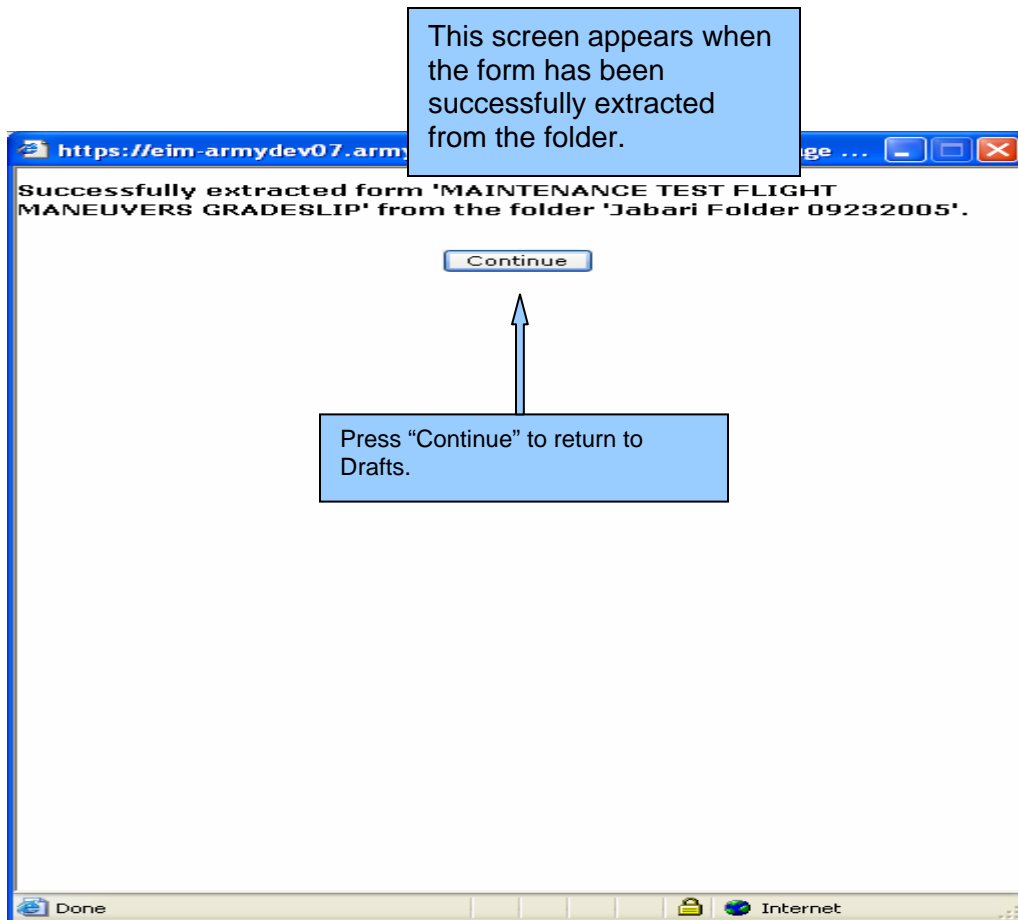


Figure 62 Form Extracted Successfully

Drafts – Upload Form Function

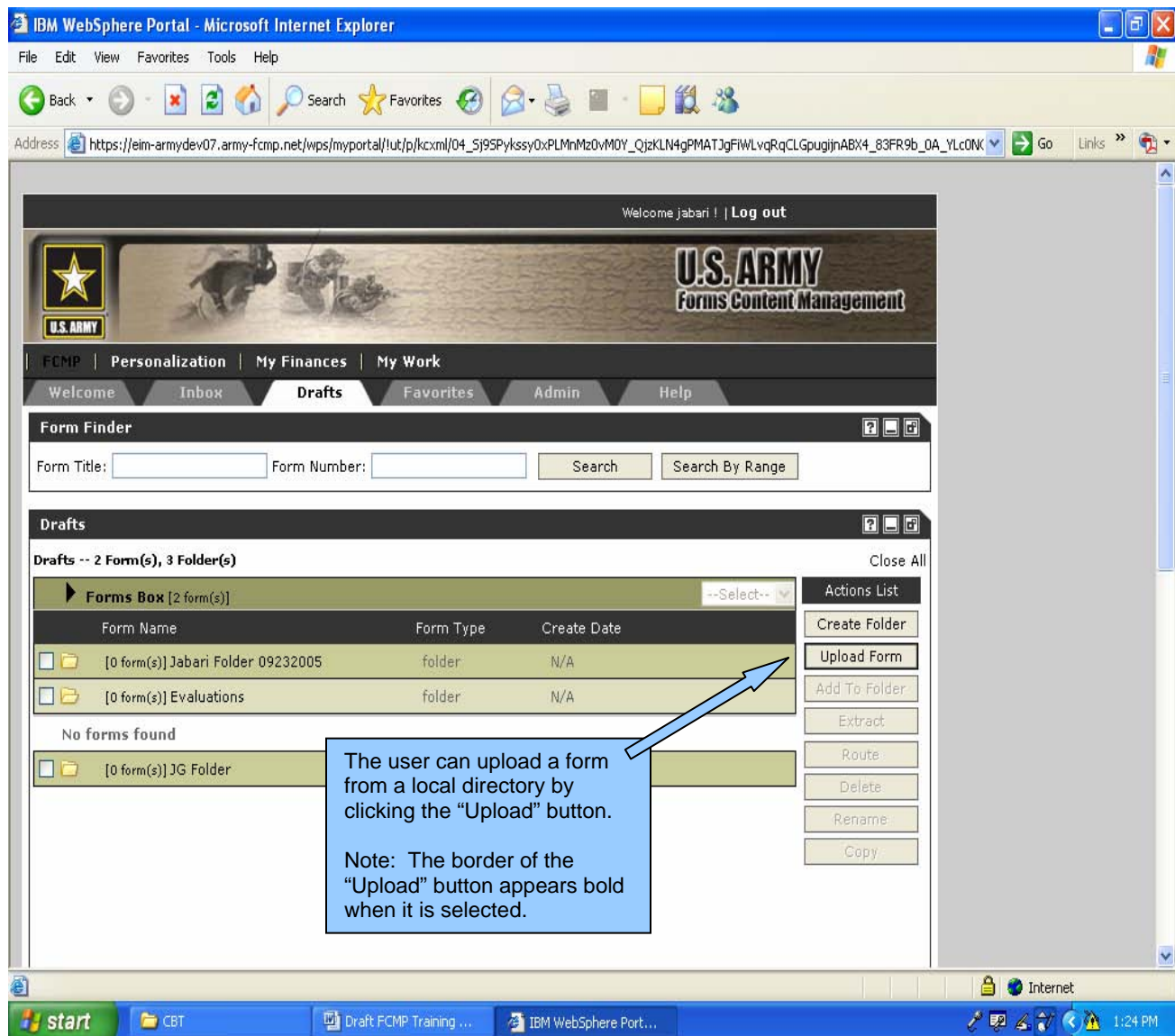


Figure 63 Upload Form Function

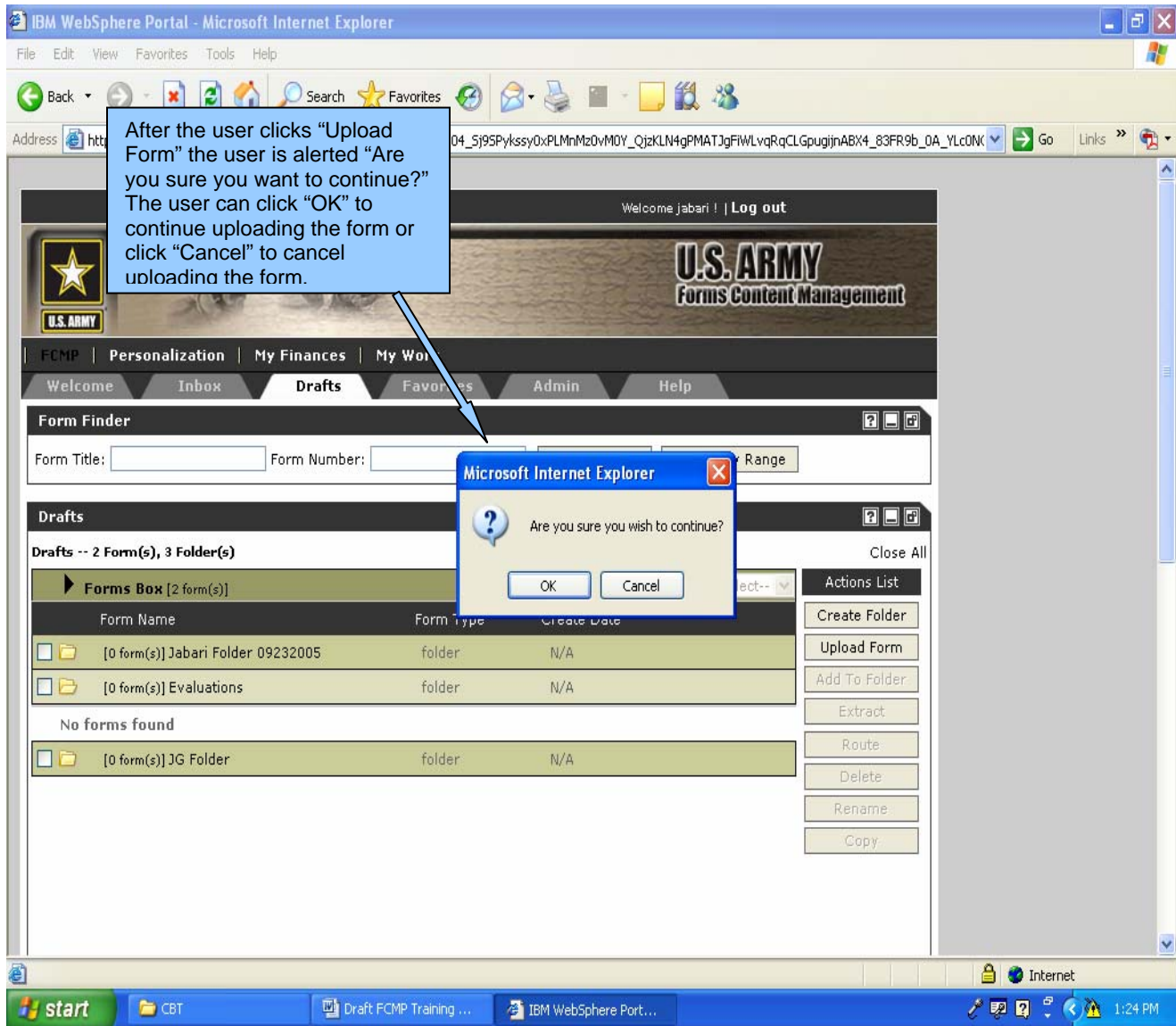


Figure 64 Confirm Form Upload

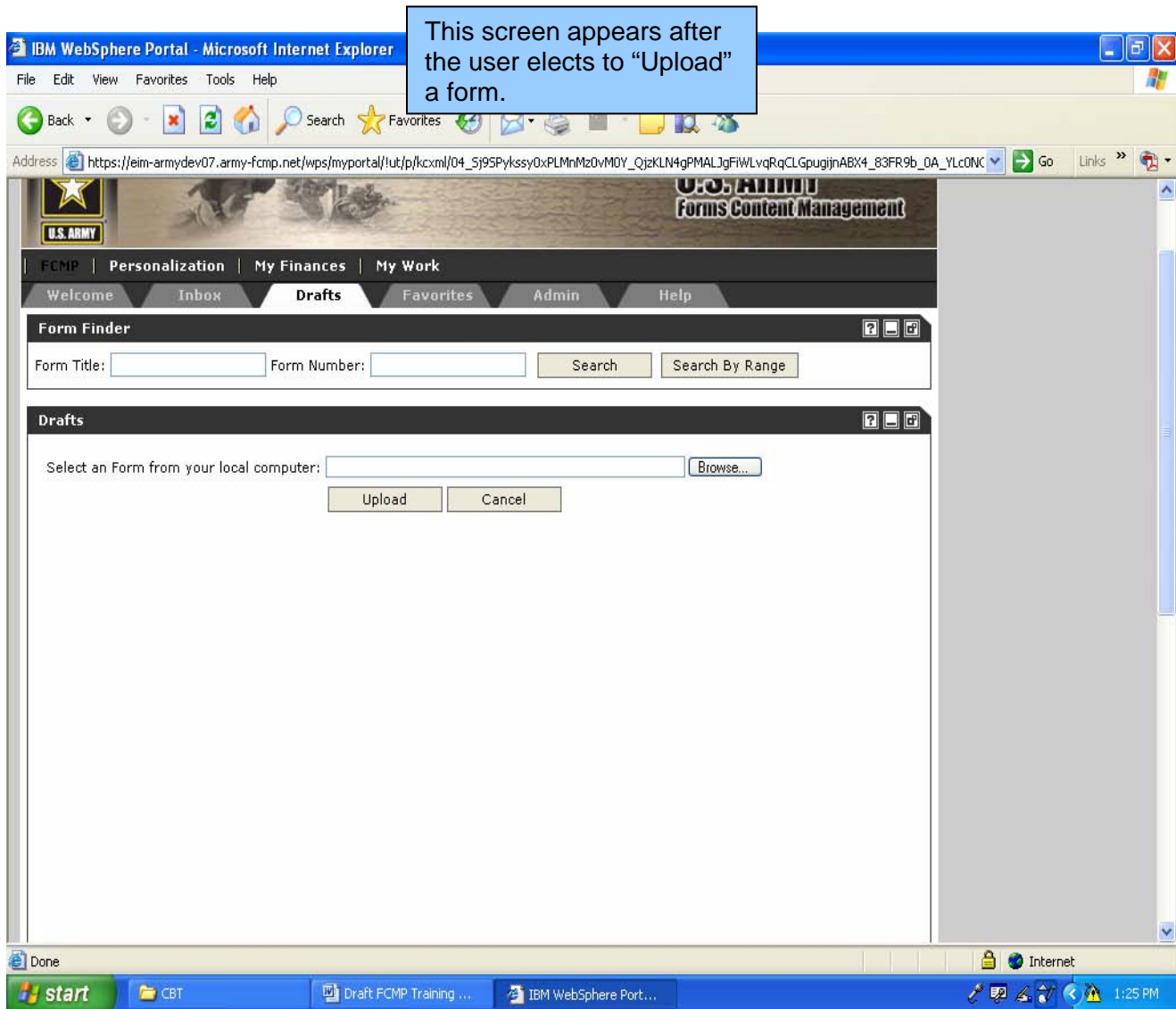


Figure 65 Browse for a Form to Upload

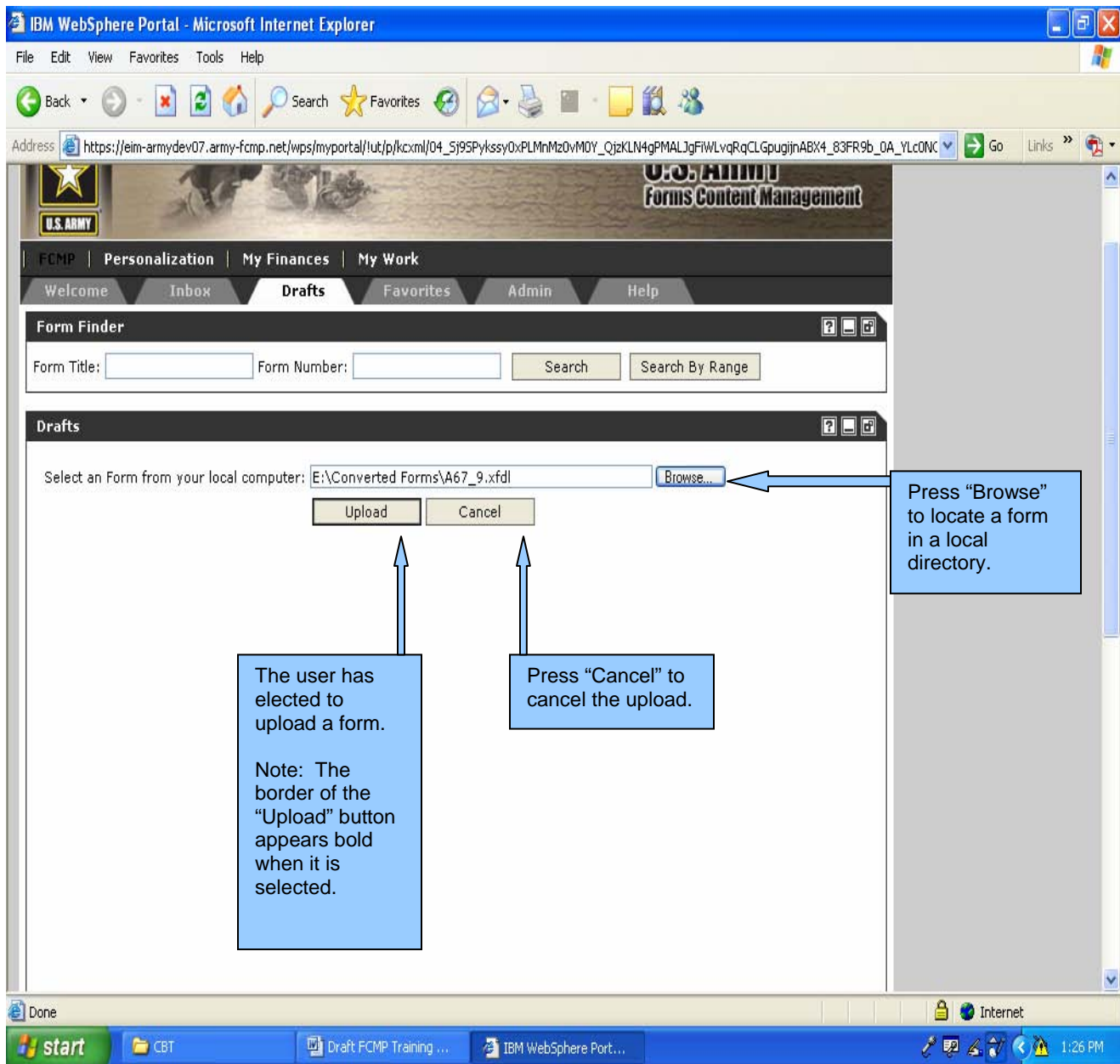


Figure 66 Select a Form to Upload and Upload the Form

Favorites Tab

Favorites Page Overview

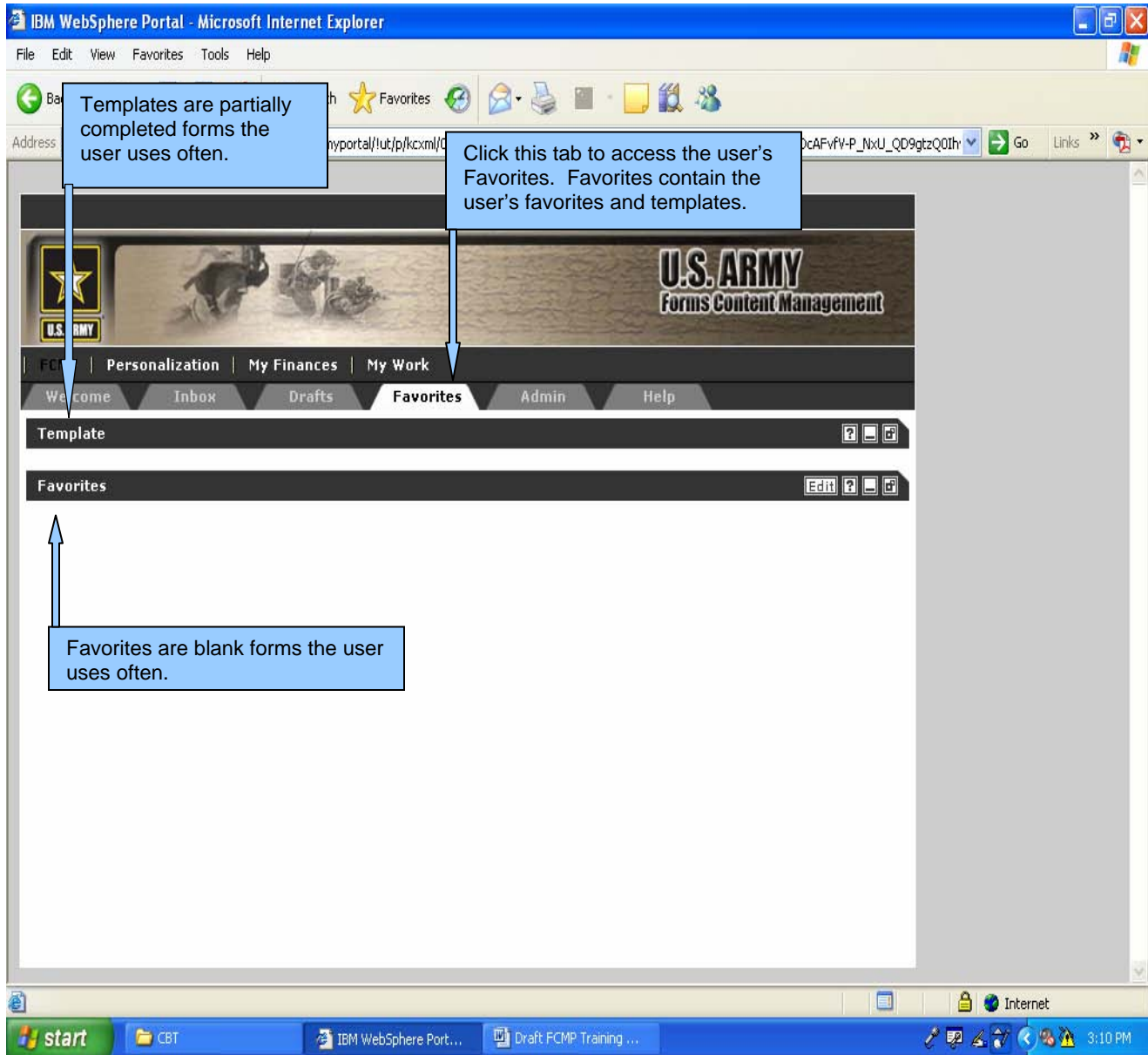


Figure 67 Favorites Page Overview

Template Overview

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://eim-armydev07.army-fcmp.net/wps/myportal/tut/p/kcxml/04_Sj95Pykssy0xPLMnMz0vMOY_QjzKLN4gPMALJgFIWLvqRqCLGpugijnABX4_83F5gcKQ5kG_obKE Go Links

Welcome j...

U.S. ARMY

FCMP | Personalization | My Finances | My Work

Welcome | Inbox | Drafts | **Favorites** | Admin | Help

Template

Template -- 3 Form(s)

Form Name	Form Type	Actions List
<input type="checkbox"/> Aaron And Sylvia	DA 2408-12	Delete
<input type="checkbox"/> Copy of REQUEST FOR WITHDRAWAL OF...	DA 1134	Rename
<input type="checkbox"/> MAINTENANCE TEST F LIGHT MANEUVERS...	DA 5051-10	

This list of the templates the user created.

The user can perform two actions in Favorites. The user can delete or rename a form. Delete and rename operates the same way it does in Inbox and Drafts.

start CBT Draft FCMP Training ... IBM WebSphere Port... Internet 1:30 PM

Figure 68 Template Overview

Favorites – Overview

The Favorites window shows the user's most used blank forms.

The "Edit" button allows the user to edit their list of favorite forms. The user edits favorites by clicking the "Edit" button.

This is a list of the user's most used blank forms.

U.S. ARMY
Forms Content Management

FCMP | Personalization | My Finances | My Work

Welcome | Inbox | Drafts | **Favorites** | Admin | Help

Template

Favorites Edit

Favorites-- 3 Form(s)

Form Name	Form Type	Form Description
NCOER	DA 2166-8	This form is used in the Army
NCOER SUPPORT	DA 2166-8-1	This form is used in the Army
OER SUPPORT	DA 67-9-1	This form is used in the Army

start | CBT | IBM WebSphere Port... | Draft FCMP Training ... | 3:11 PM

Figure 69 Favorites Edit Function

Favorites – Edit Function

This screen appears when the user clicks the “Edit” button.

The “Search” allows the user to search the Army’s Forms Content Manager using Form Name and Form Number.

This is a list of forms in the user’s Favorites.

The “Remove” button allows the user to remove forms from the Favorites.

Current Favorites		
Name	Type	Description
<input type="checkbox"/> NCOER EVALUATION REPORT	DA 2166-8	This is a evaluation form used by the Army.
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	This is a evaluation form used by the Army.
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.

Search

Name:

Type:

Figure 70 Edit Function

Favorites – Search Function

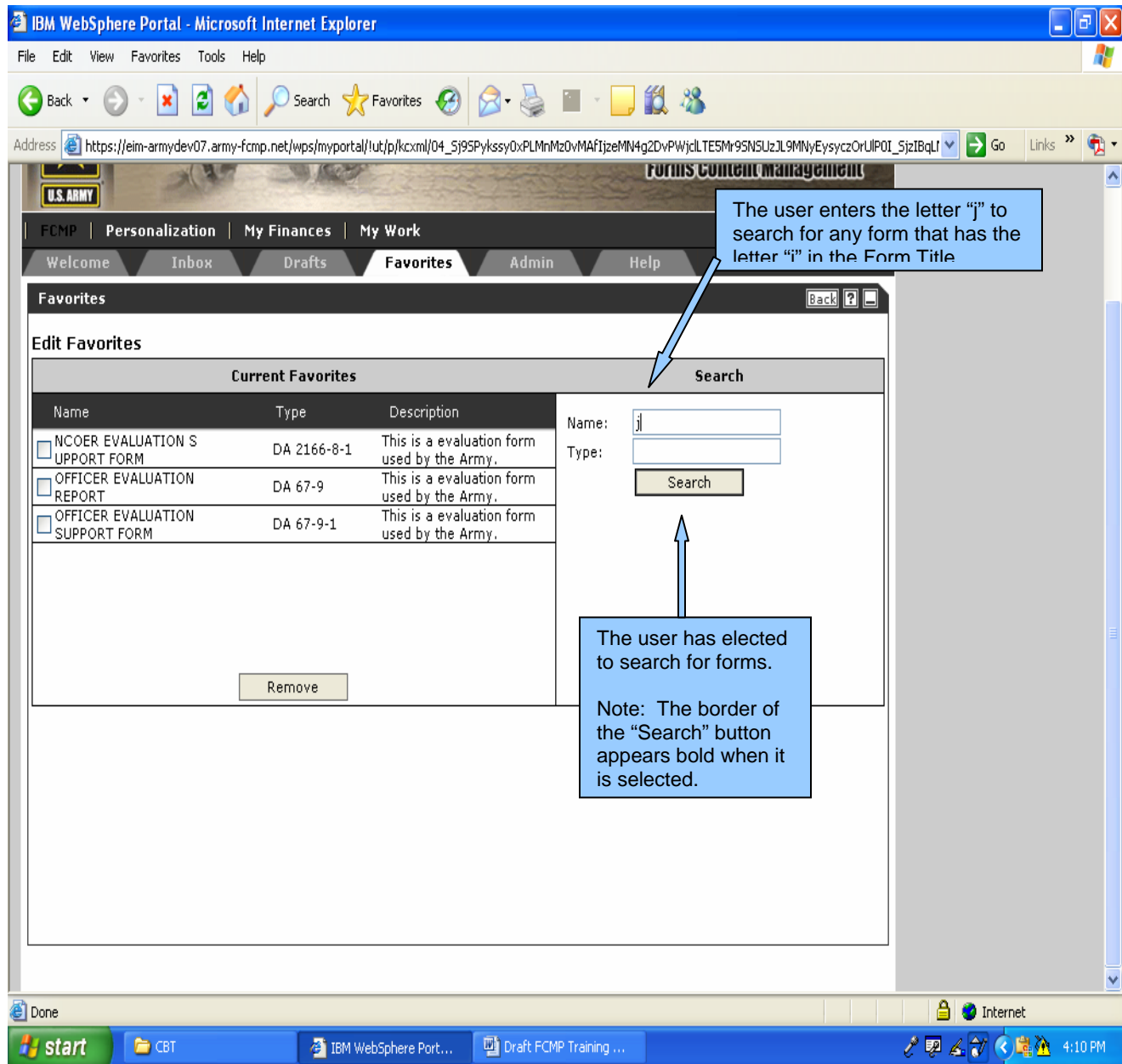


Figure 71 Search Function

Favorites – Add Function

The system displays a list of forms that meet the search criteria. The letter "j" was entered and the search engine displays any form that has the letter "j" in the Form Title.

The system allows the user to select multiple forms to add to their Favorites.

The user has elected to add forms to their Favorites.

Note: The border of the "Add" button appears bold when it is selected.

Current Favorites

Name	Type	Description
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	This is a evaluation form used by the Army.
<input type="checkbox"/> OFFICER EVALUATION REPORT	DA 67-9	This is a evaluation form used by the Army.
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.

Search

Name:	Type:
<input checked="" type="checkbox"/> RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627
<input checked="" type="checkbox"/> SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627-1

<< Add

Figure 72 Favorites Add Function

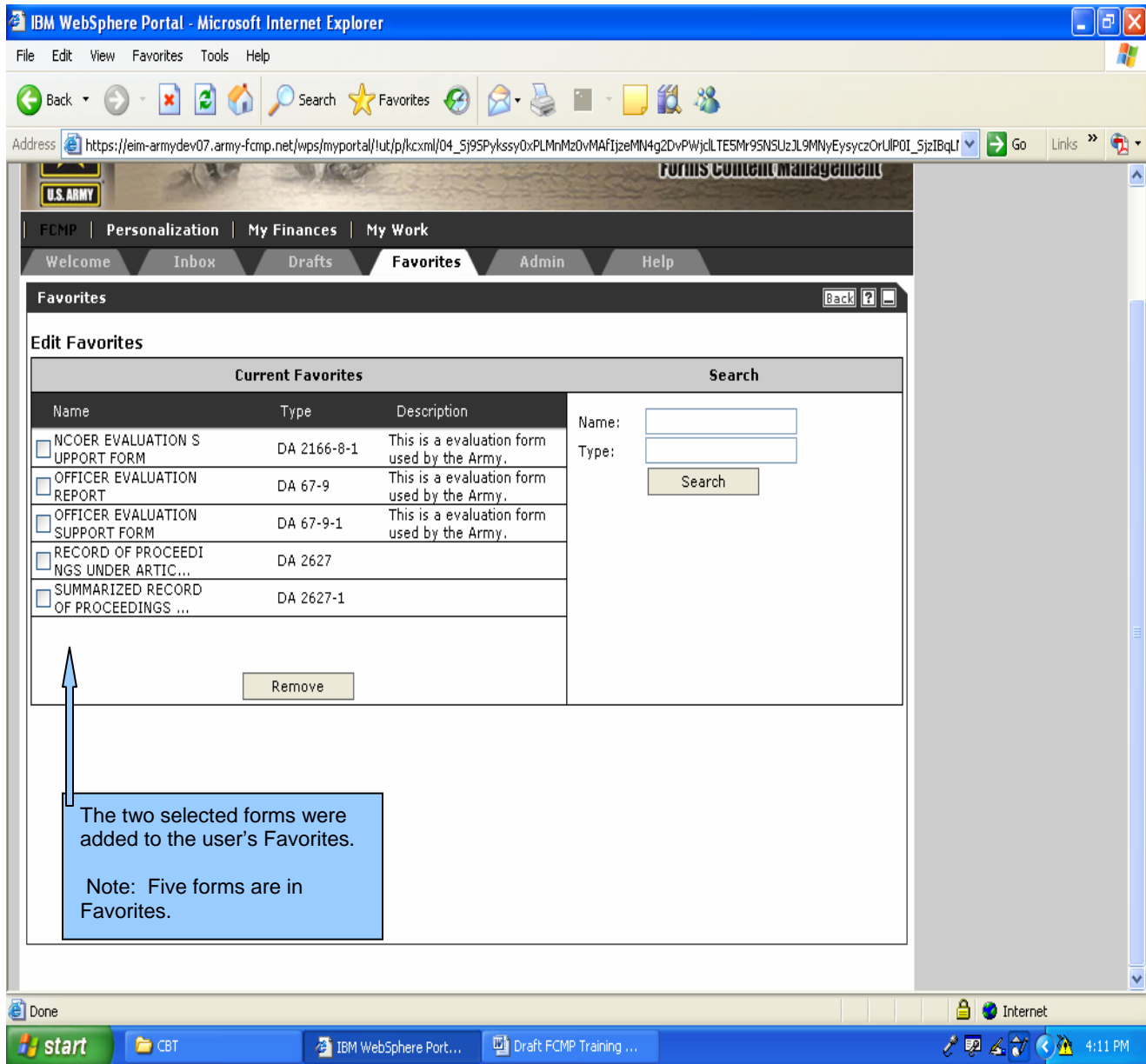


Figure 73 Forms Added Successfully

Favorites – Remove Function

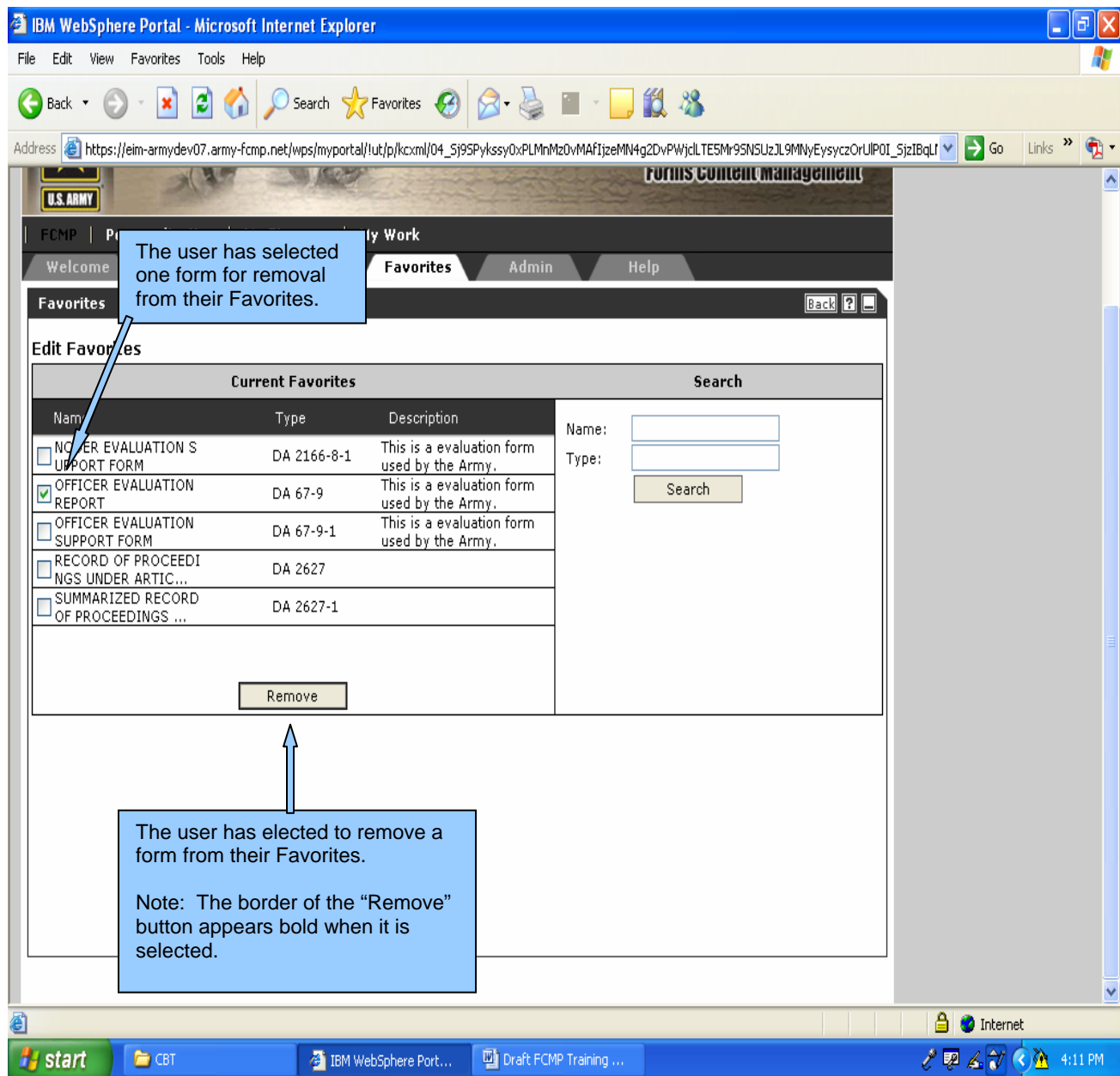


Figure 74 Favorites Remove Function

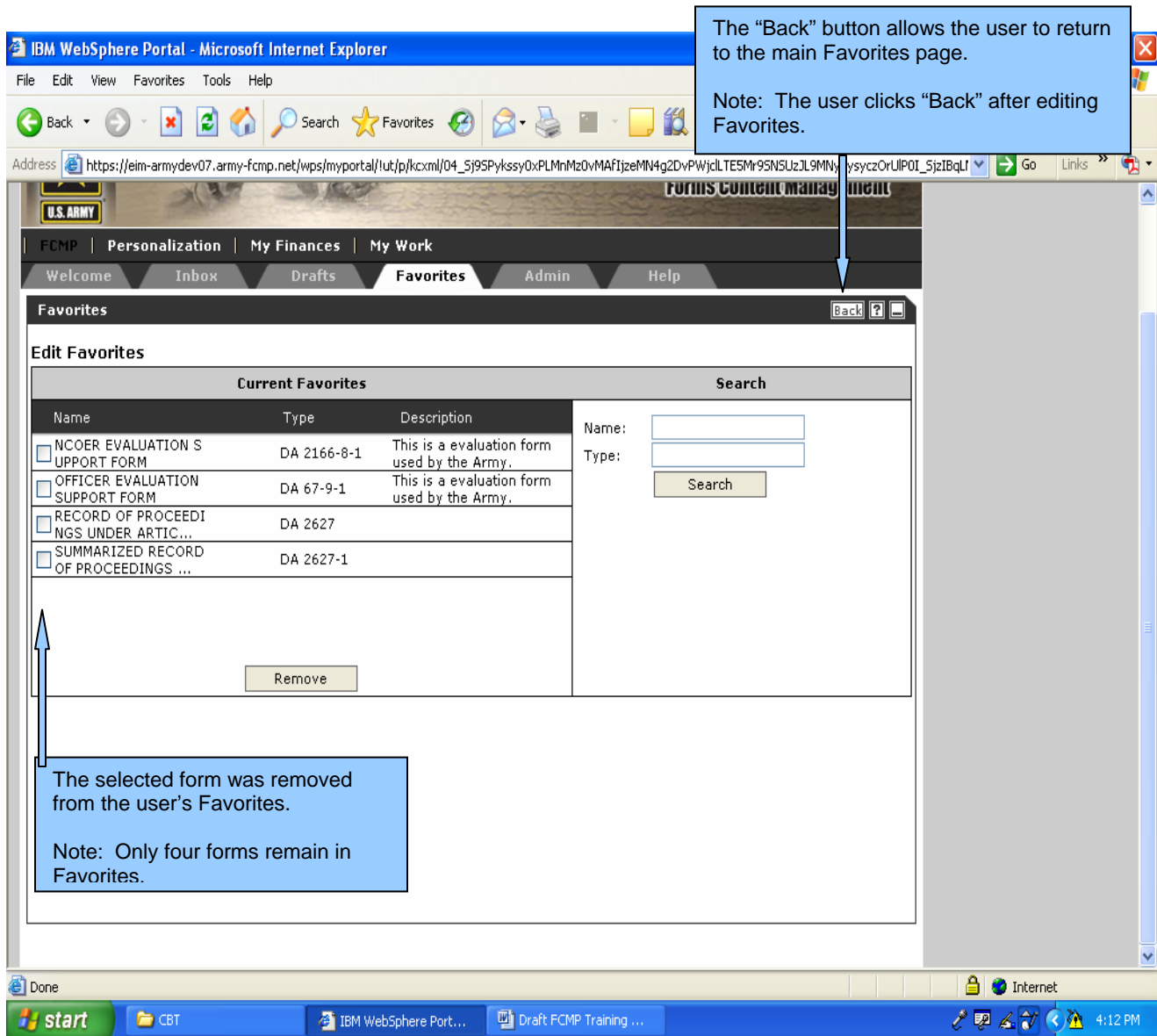


Figure 75 Form Removed Successfully

Favorites – Back Function

After the user clicks the "Back" button, this page is displayed.

The Favorites window reappears after the "Back button is selected.

Form Name	Form Type	Form Description
NCOER SUPPORT	DA 2166-8-1	This form is used in the Army
OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.
RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627	
SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627-1	

Figure 76 Back Function

Admin Page

Admin Page Overview

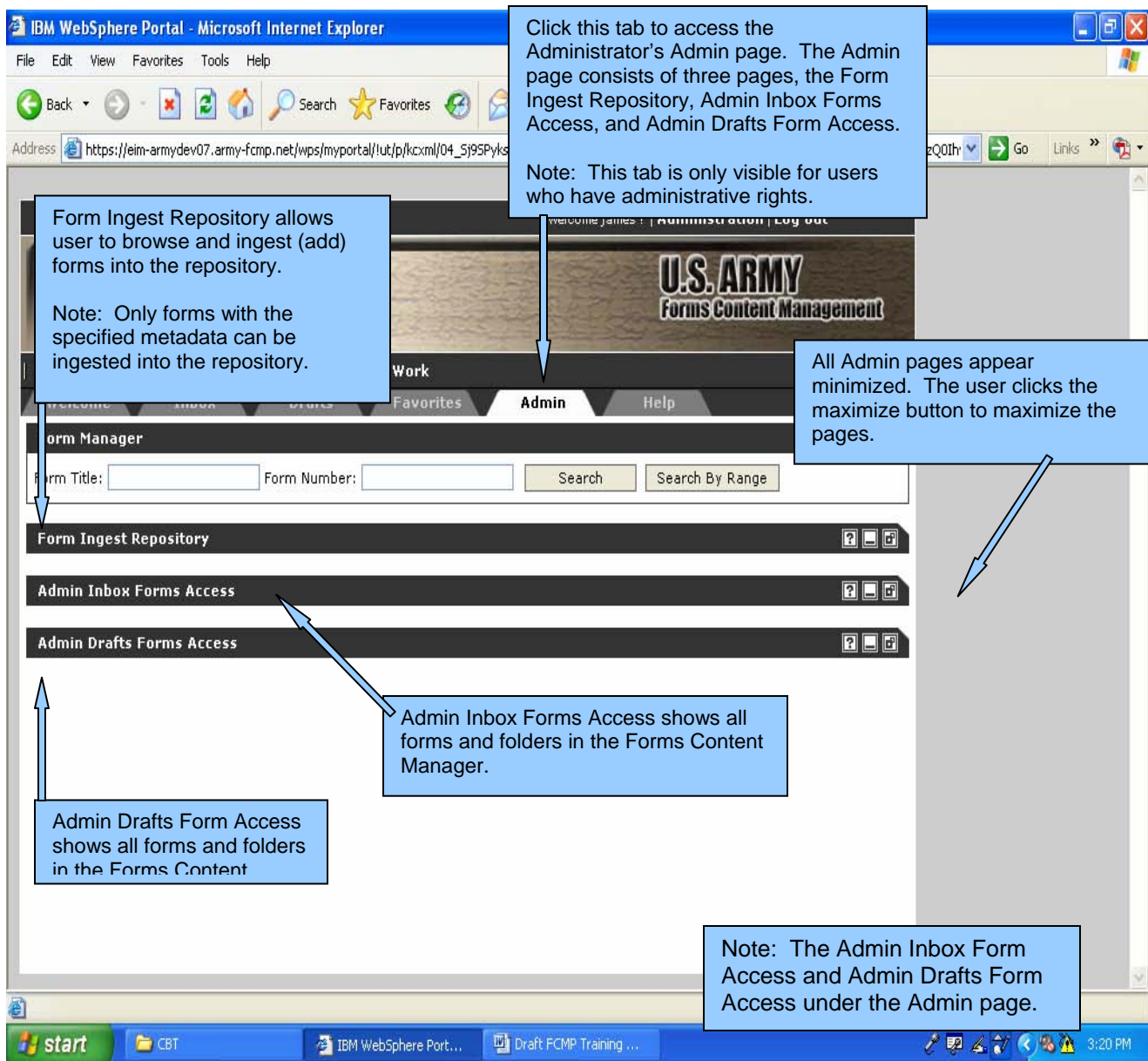


Figure 77 Admin Page

Form Ingest Repository

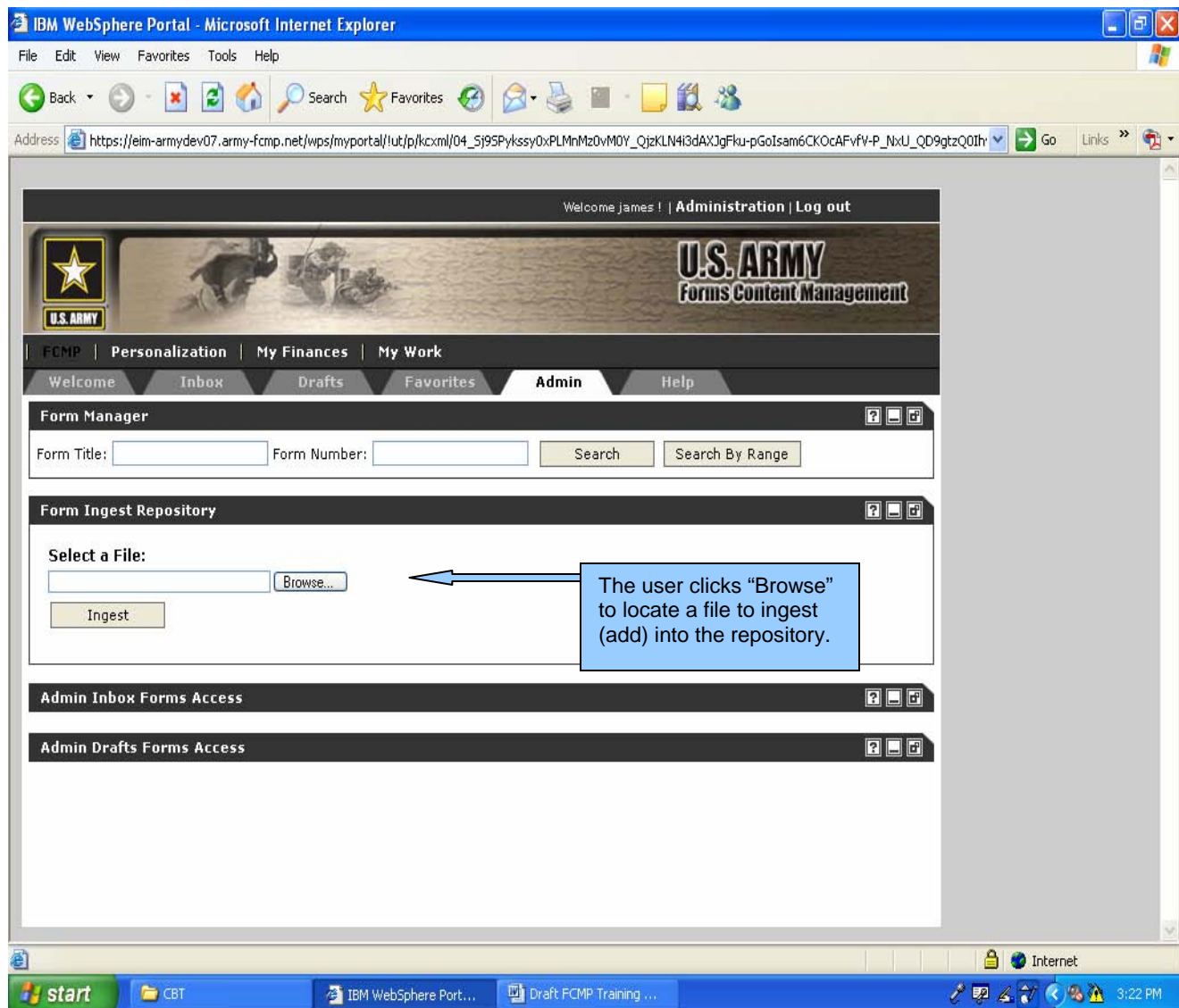


Figure 78 Form Ingest Repository

Browse Function

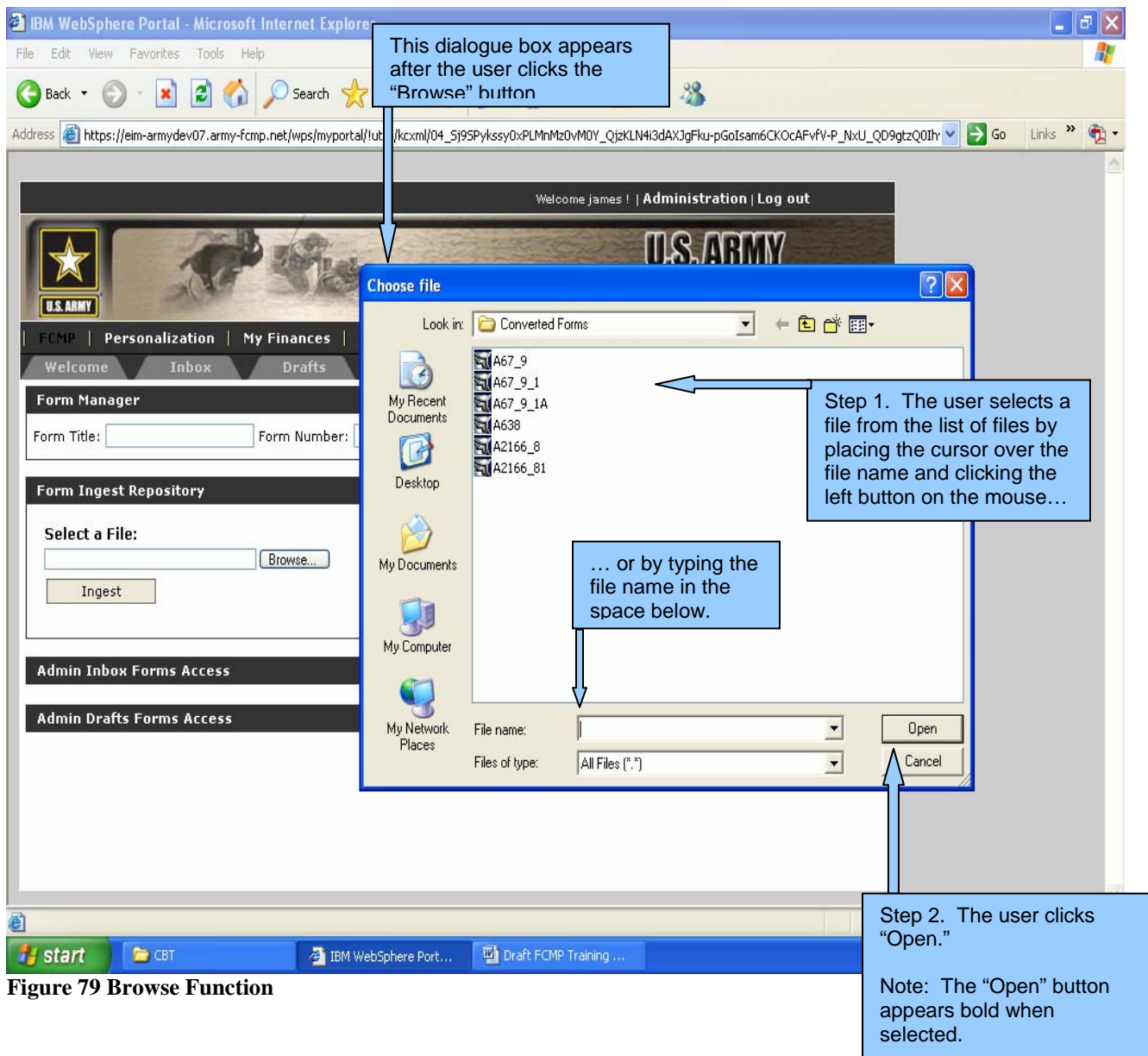


Figure 79 Browse Function

Ingest Function

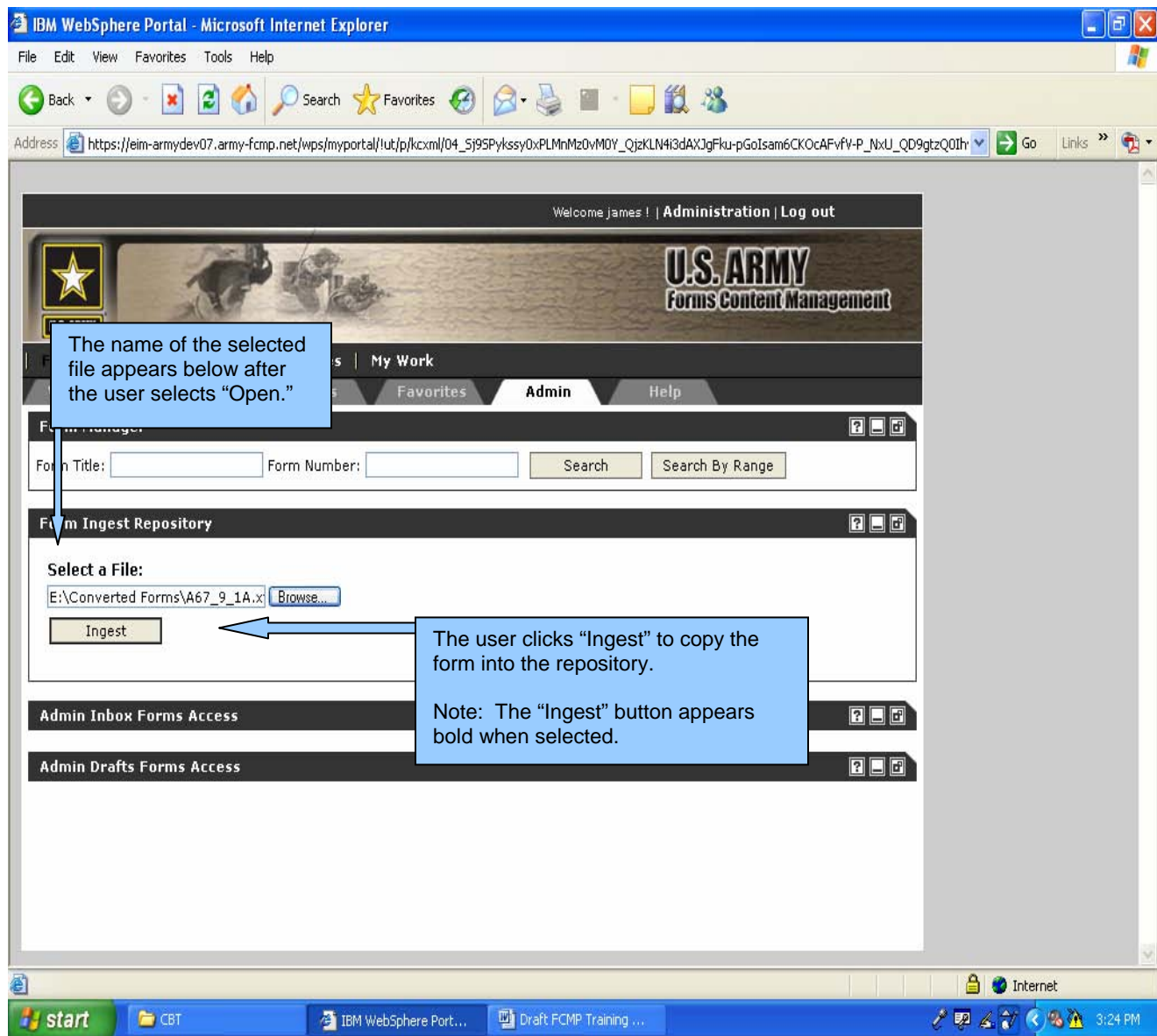


Figure 80 Ingest Function



Figure 81 Form Ingested Successfully

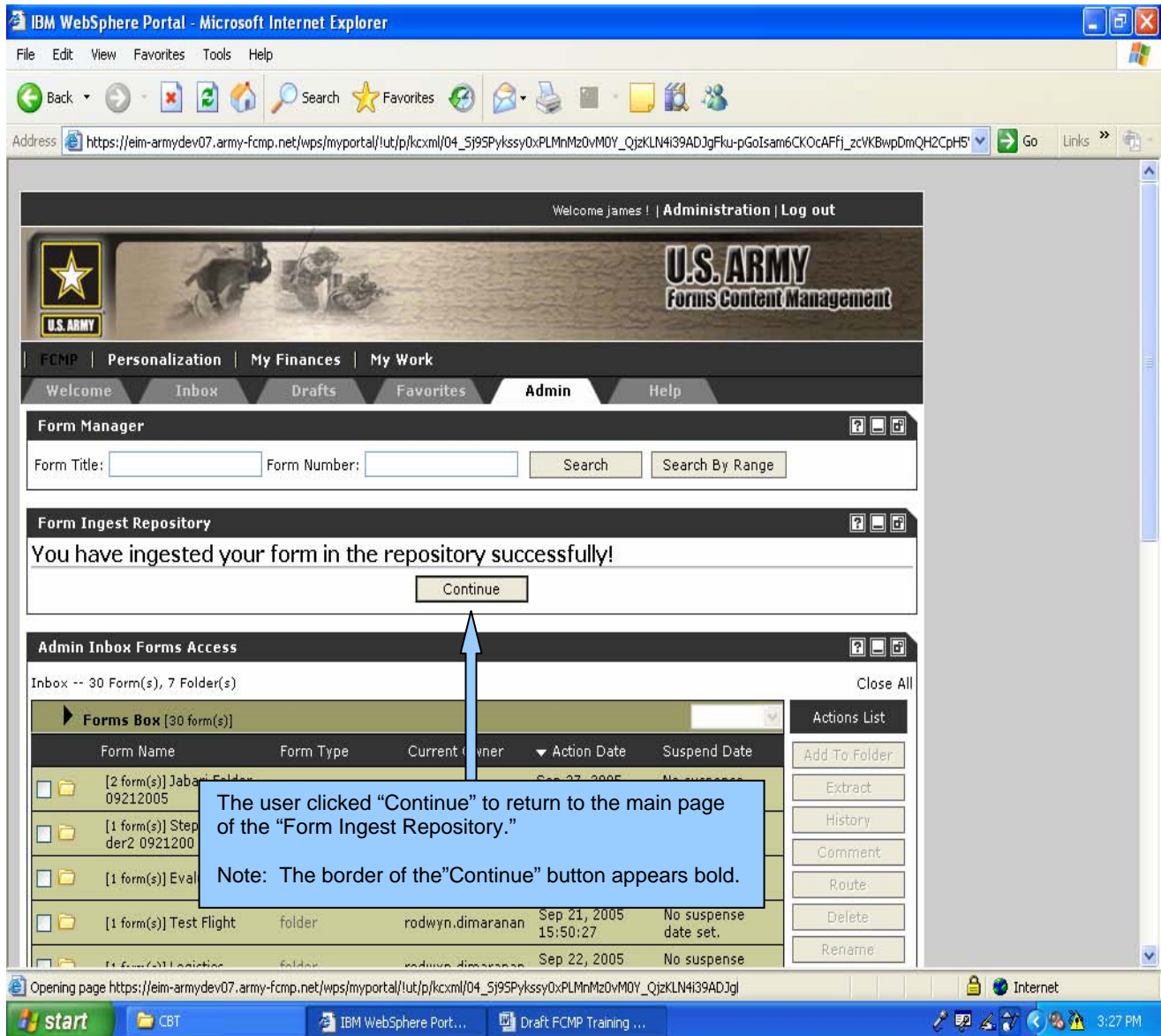


Figure 82 Return to Form Ingest Repository Main Page

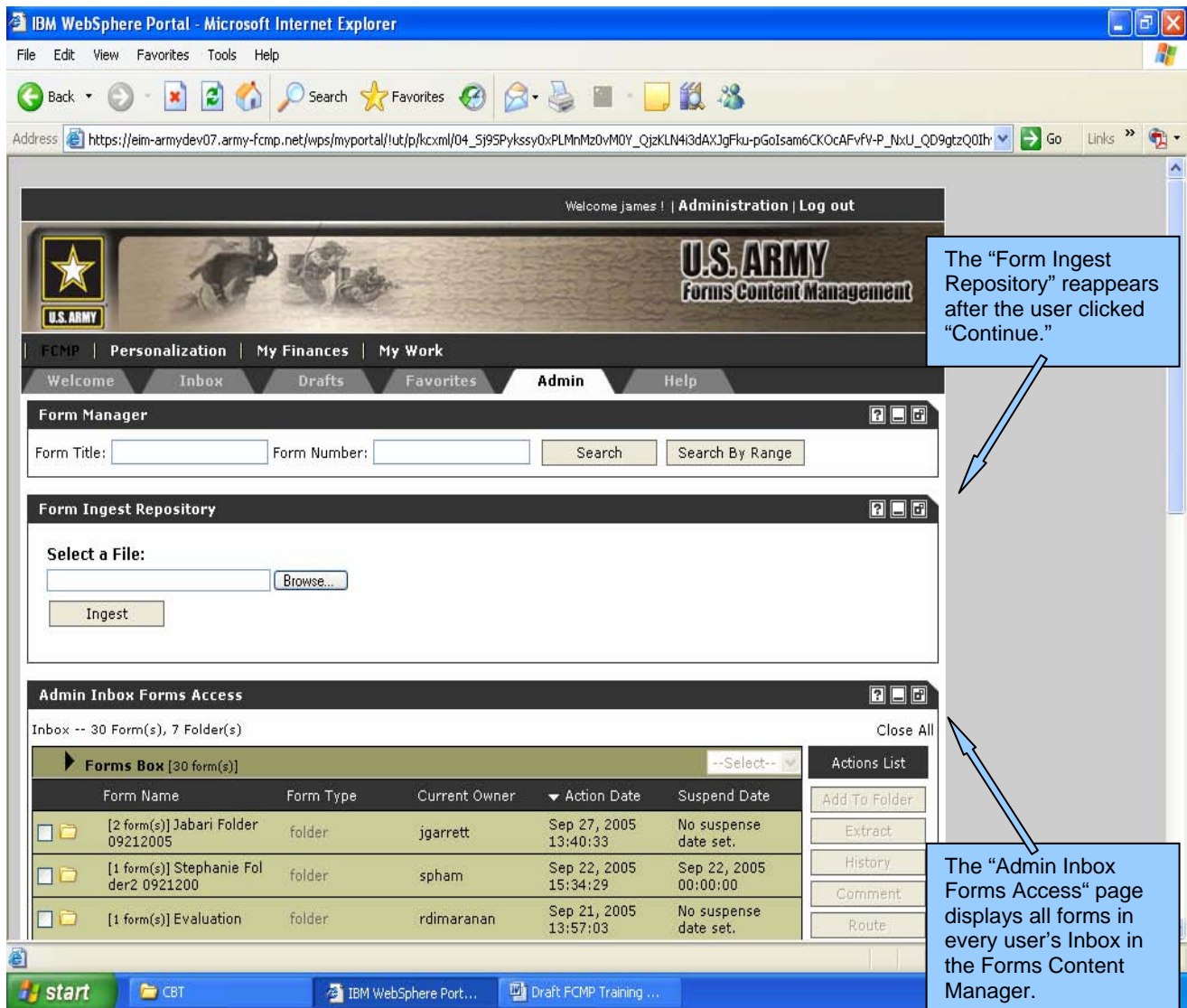


Figure 83 Admin Main Page Reappears

Admin Inbox Forms Access

The "Admin Inbox Forms Access" page displays all forms in every user's Inbox in the Forms Content Manager.

The folders located in the "Admin Inbox Forms Access" are displayed. Click the arrow to display the forms.

The Action List is a list of actions the user can perform on a selected form or folder. The actions operate the same on all pages, i.e. Admin, Drafts, Favorites and Admin pages.

The actions in the Actions List can be performed on a selected form or folder when the action appears in bold print.

Form Manager

Form Title: Form Number: Search Search By Range

Form Ingest Repository

Admin Inbox Forms Access

Inbox -- 30 Form(s), 7 Folder(s)

Form Name	Form Type	Current Owner	Action Date	Suspend Date
[2 form(s)] Jabari Folder 09212005	folder	jgarrett	Sep 27, 2005 13:40:33	No suspense date set.
[1 form(s)] Stephanie Folder2 0921200	folder	spham	Sep 22, 2005 15:34:29	Sep 22, 2005 00:00:00
[1 form(s)] Evaluation	folder			date set.
[1 form(s)] Test Flight	folder			No suspense date set.
[1 form(s)] Logistics	folder			No suspense date set.
[0 form(s)] Claims	folder			Oct 17, 2005 14:00:00
[1 form(s)] Stephanies Folder	folder			No suspense date set.

Actions List

- Add To Folder
- Extract
- History
- Comment
- Route
- Delete
- Rename
- Copy
- Complete

Figure 84 Admin Inbox Forms Access



Figure 85 Forms Displayed in Admin Inbox Forms Access



Figure 86 Folders Displayed below Forms

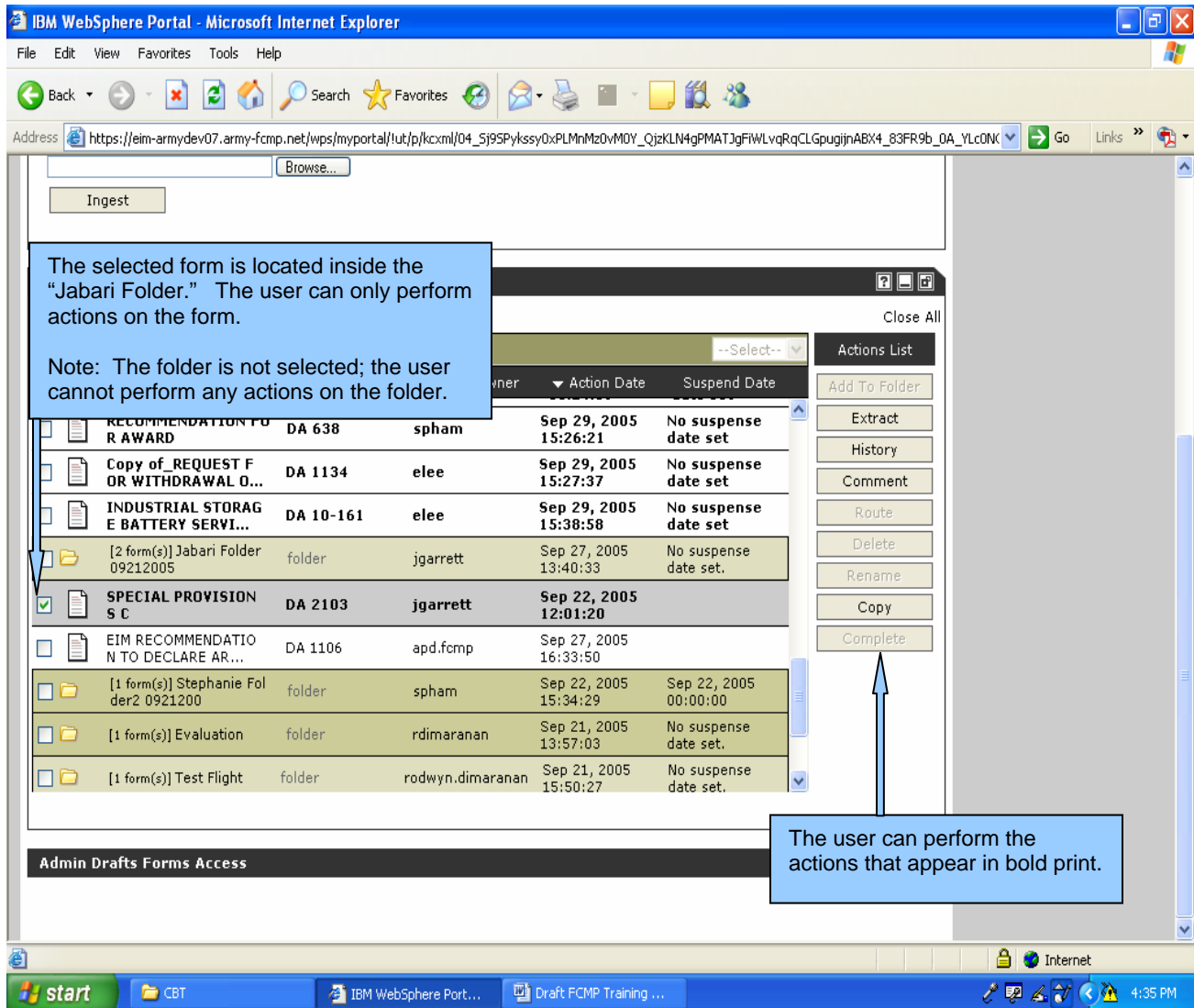


Figure 87 Form Selected Inside a Folder

Admin Drafts Forms Access

Select a File:

Admin Inbox Forms Access

Admin Drafts Forms Access

Drafts -- 15 Form(s), 10 Folder(s) Close All

Form Name	Form Type	Current Owner	Action Date	Suspend Date
[3 form(s)] Flight Records	folder	rdimaranan	Sep 21, 2005 08:16:32	No suspense date set.
[0 form(s)] Monday	folder	pamela.lewis	Sep 28, 2005 16:10:22	No suspense date set.
[1 form(s)] Stephanie Folder 09272005	folder	spham	Sep 27, 2005 11:05:53	No suspense date set.
[0 form(s)] My Folder	folder	jweeks	Sep 21, 2005 14:24:14	No suspense date set.
[1 form(s)] Stephanies Test Rename AN..	folder	spham	Sep 22, 2005 10:57:07	No suspense date set.
[0 form(s)] Evaluations	folder	jgarrett	Sep 27, 2005 13:47:20	No suspense date set.
[0 form(s)] Rod Dimaranan Flight Reco..	folder	rodwyn.dimaranan	Sep 28, 2005 08:00:27	No suspense date set.
[0 form(s)] JG Folder	folder	jgarrett	Sep 29, 2005 13:09:50	No suspense date set.
[1 form(s)] Test AND Crea to Stephe Fo	folder	spham	Sep 22, 2005 13:29:22	No suspense date set.

Forms Box [15 form(s)] --Select--

Actions List

Create Folder

Upload Form

Add To Folder

Extract

Route

Delete

Rename

Copy

The "Admin Drafts Forms Access" page displays all forms and folders located in every user's Drafts in the Forms Content Manager.

The user can perform the actions that appear in bold print.

Figure 88 Admin Drafts Form Access

The "Stephanie Test Rename Folder" is selected. The user can only perform actions on the folder.

Note: The form is not selected; the user cannot perform any actions on the form.

Form Name	Form Type	Current Owner	Action Date	Suspend Date
[1 form(s)] Stephanie Folder 09272005	folder	spham	Sep 27, 2005 11:05:53	No suspense date set.
[0 form(s)] My Folder	folder	jweeks	Sep 21, 2005 14:24:14	No suspense date set.
[1 form(s)] Stephanies Test Rename AN..	folder	spham	Sep 22, 2005 10:57:07	No suspense date set.
Stephanies ANDAND Test AND Renam...	DA 1106	spham	Sep 21, 2005 13:51:39	No suspense date set.
[0 form(s)] Evaluations	folder	jgarrett	Sep 27, 2005 13:47:20	No suspense date set.
[0 form(s)] Rod Dimaranan Flight Reco..	folder	rodwyn.dimaranan	Sep 28, 2005 08:00:27	No suspense date set.
[0 form(s)] JG Folder	folder	jgarrett	Sep 29, 2005 13:09:50	No suspense date set.
[1 form(s)] Test AND Create Steps Fo..	folder	spham	Sep 22, 2005 12:39:23	No suspense date set.
[0 form(s)] Jabari Folder	folder	igarrett	Sep 23, 2005	No suspense

Actions List:

- Create Folder
- Upload Form
- Add To Folder
- Extract
- Route
- Delete
- Rename
- Copy

The user can perform the actions that appear in bold print.

Figure 89 Folder Displayed

Help Page

Frequently Asked Questions (FAQs)

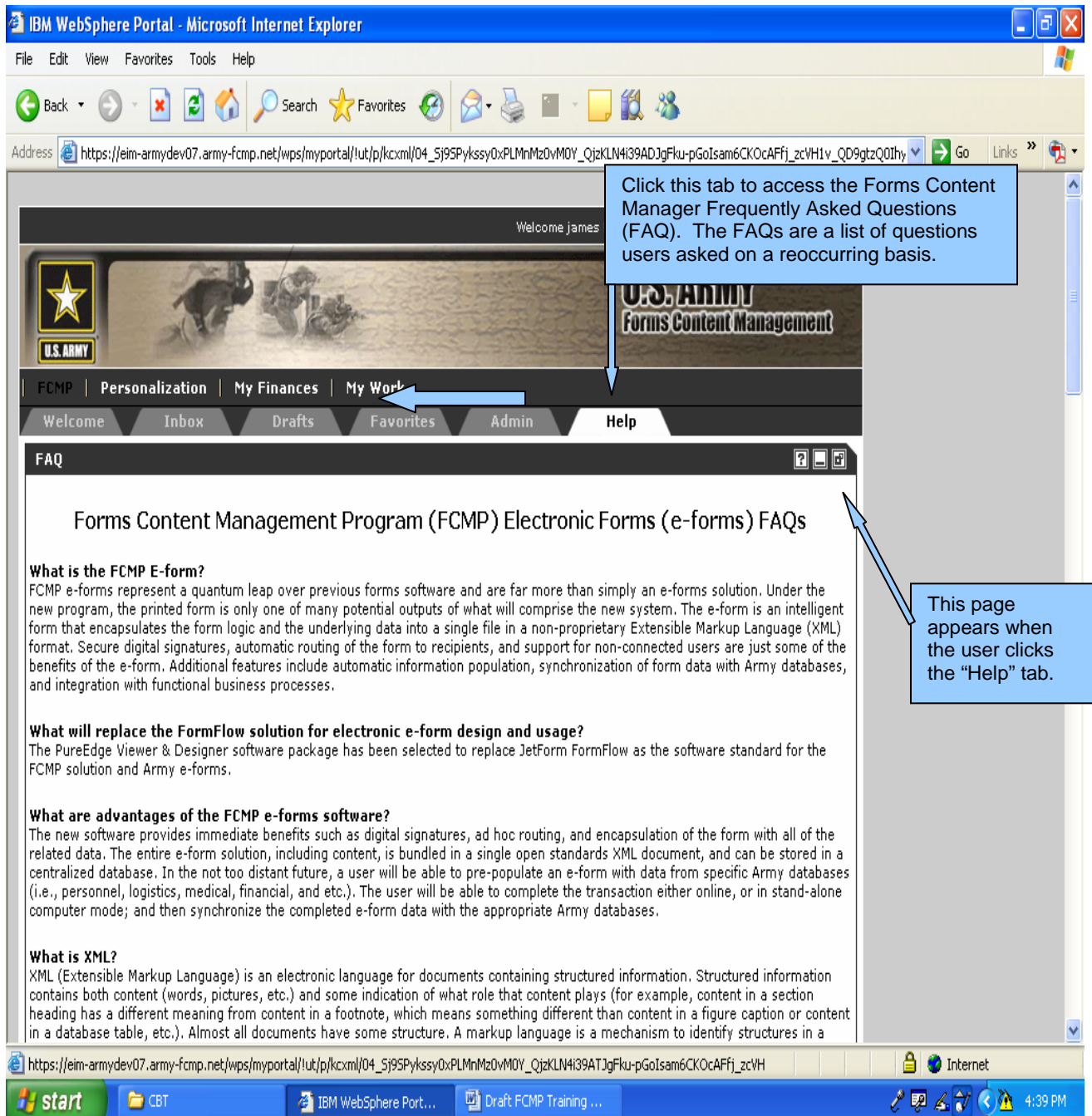


Figure 90 Frequently Asked Questions (FAQs)